



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

### **Usage guidelines**

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

### **About Google Book Search**

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

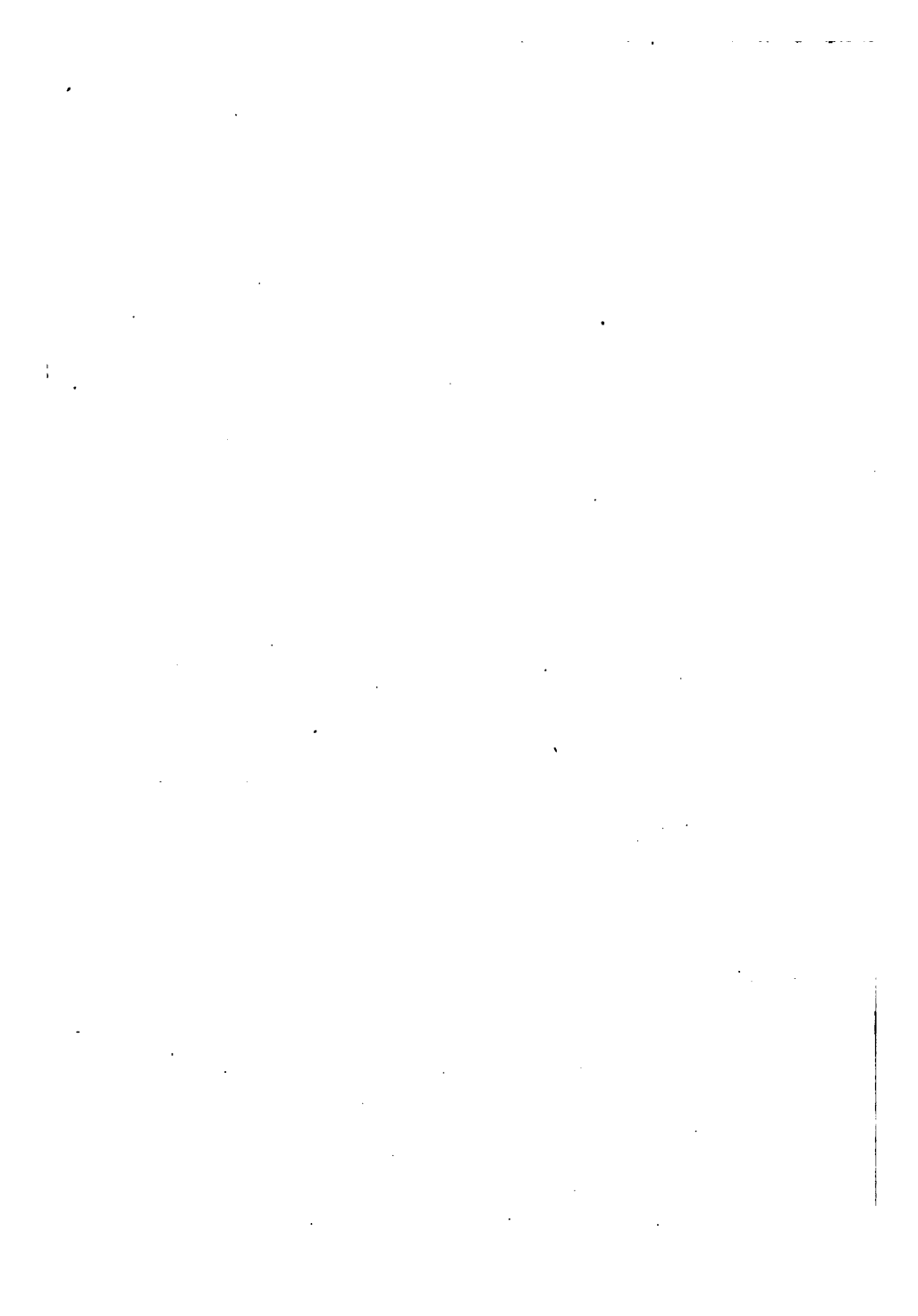


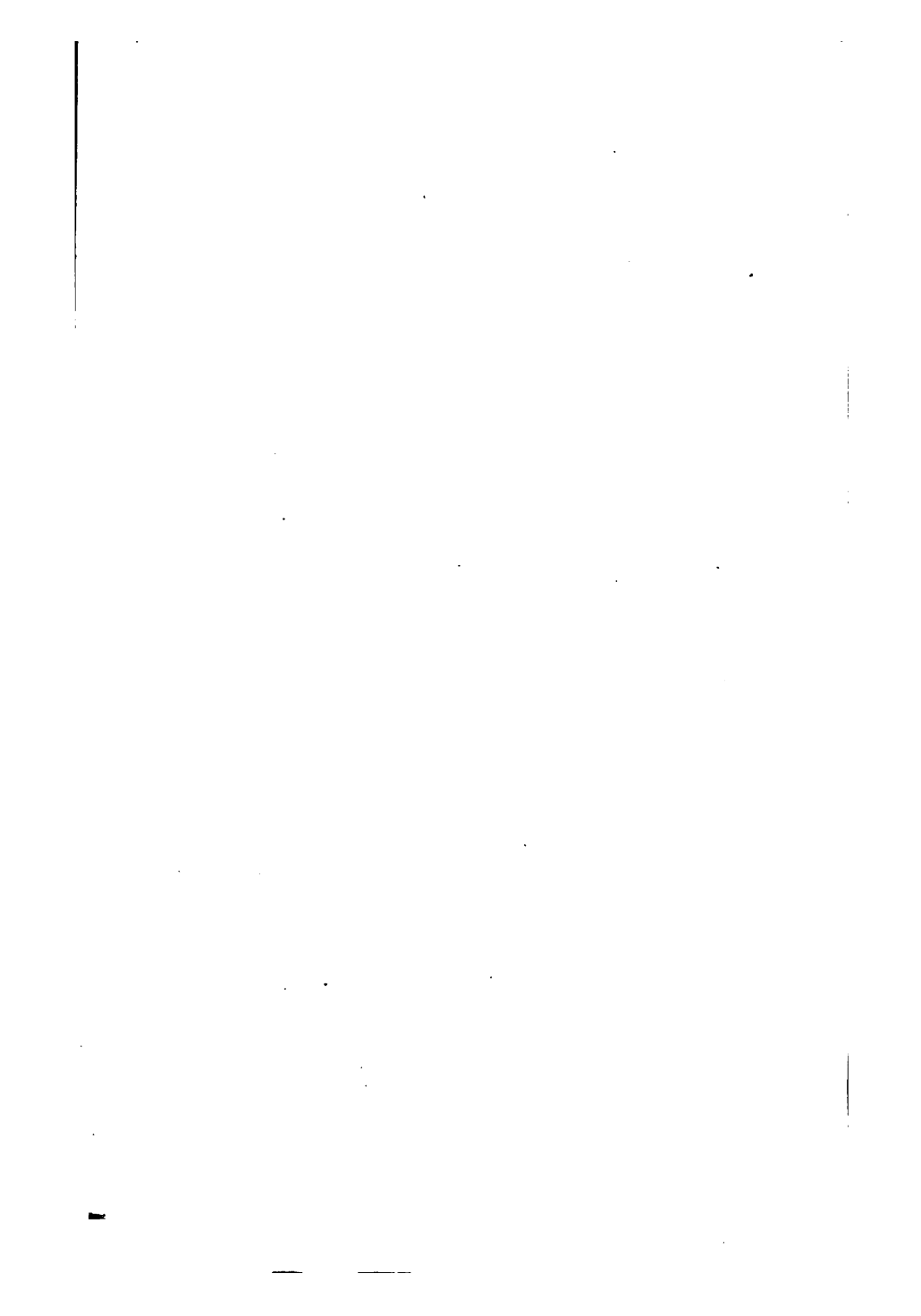
Trade Mark Registered

## Social Letters Made Easy

By GABRIELLE ROSIERE

A complete manual on social observance, embracing every possible occasion. There is a special chapter on "The Etiquette of Correspondence" and another on "Invitations, Acceptances and Regrets." There are letters announcing engagements and weddings, expressing appreciation of hospitality, conveying congratulations and extending condolence; also letters of introduction and letters concerning club matters, etc. There are Christmas and special occasion letters and invitations, children's letters and, finally, forms of letters to be used in engaging help and to your tradesmen, friends, or doctors, etc.





1



**Made Easy Series**

---

**SOCIAL LETTERS  
MADE EASY**

**BY  
GABRIELLE ROSIERE**



**NEW YORK  
EDWARD J. CLODE**

316.1  
12

**COPYRIGHT, 1920, BY  
EDWARD J. CLODE**

*Entered at Stationers' Hall*

---

**PRINTED IN THE UNITED STATES OF AMERICA**

27 126



## PREFACE

**T**HE social letter, formal or informal reveals as no other just where one stands in social finesse and education, as betrayed by the small deviation from social customs of the moment. In the formal invitations and responses one may escape the usual pitfalls with a word or two of warning but the informality of notes and letters required daily by social intercourse causes the unwary to break through the thin ice of smart usage, where there are few signs of convention to warn of lurking danger.

Those returning to social life after a prolonged period of mourning or sojourning in foreign lands, where the traveler escapes the social obligations of home and family connections, are frequently as puzzled as those just entering the social world, for while conventional lines change little in a decade the

## PREFACE

---

new customs caused by changing conditions first appear in the informal little affairs where absence or inadequate experience in the charmed inner circle becomes quickly apparent.

Conventions in the social world have grown from the desire to express perfection in the easiest yet most graceful way, which is really a form of efficiency, so that seen in this light the rules may not appear so arbitrary since there exists an excellent reason for each demand. Courtesy is the foundation of all social exchange but like everything it requires training to act easily and naturally so that one best expresses individuality without becoming an automaton. Rules are not made to be held over one's head like a ruler but to be used with pleasure daily and the careful reader of this book will find the information so clearly and concisely given under the formal and informal divisions with various subdivisions, that its use will prove time saving as well as giving the added security to one's social conscience of having done the correct thing in the most graceful way.

## PREFACE

---

While situations may arise from time to time which cannot be covered in a book of this size, if the seeker after social knowledge will pause to consider under what division and again under what subdivision the needs fall, a somewhat similar form will be found which may be changed and filled as the moment requires. Much attention has been given to those notes and letters classed under informal which are connected with engagements and weddings — notes which cause much anxious thought as to the selection of form and contents since first impressions are so vastly important.

1

## CONTENTS

CHAPTER	PAGE
I. ETIQUETTE OF SOCIAL LETTERS.....	11
II. INVITATIONS, ACCEPTANCES, REGRETS....	27
III. ENGAGEMENTS AND WEDDINGS.....	82
IV. LETTERS OF HOSPITALITY.....	112
V. BIRTHS AND CHRISTENING.....	121
VI. CHILDREN'S LETTERS.....	127
VII. LETTERS OF CONGRATULATION.....	133
VIII. LETTERS OF CONDOLENCE.....	142
IX. LETTERS OF INTRODUCTION.....	151
X. CLUB AND OTHER LETTERS.....	158
INDEX.....	169



---

---

# *Social Letters Made Easy*

---

## CHAPTER I

### THE ETIQUETTE OF SOCIAL LETTERS

**S**OCIAL LETTERS and notes may be divided into two distinct classes, the formal and informal and among the latter may be included those notes of daily life which are hardly social in their contents yet which require the social manner and conventions.

While one may take some liberty with the informal note those of formal type must not be changed from the conventional form and the formal invitation requires a formal response regardless of any unusual circumstances. If further explanations are deemed necessary an informal note may follow the formal response or, if on sufficiently friendly and intimate terms, the telephone may be

## SOCIAL LETTERS MADE EASY

---

utilized. The use of the third person at once proclaims formality and the answer must also show the use of the third person throughout. A quite usual mistake is to commence with the third person and later on employ the pronoun "I." The use of "I" immediately signifies an informal type of epistle although it may be an invitation for an affair of several hundred guests where very smart clothes are required. And a formal invitation may be sent out for what appears a most informal affair such as a garden fête, but let the newcomer beware and wisely wear the smartest costume although adapted to hour and place.

Formal invitations are sent out at least three weeks in advance of the date of the affair, often much earlier if a strenuous season and should be accepted or declined within a week if possible, but there should be nothing indefinite in the reply — it must be one or the other. If the affair is a large one such as an evening reception or a dance which one is not sure of being able to attend but desires to be present, it is quite correct to accept and if unable to attend excuses may



## SOCIAL LETTERS MADE EASY

---

be made later when calling. If a small affair, or where a stated number of guests are expected for a luncheon, dinner or theater party, one regrets definitely since no considerate guest would ask a friend to wait upon her pleasure.

When a married couple are invited to dinner and the husband cannot accept, the wife should decline also since it may be difficult to arrange another dinner partner for her. This is a case where an explanatory note may follow if the hostess is an intimate friend and not only a social acquaintance, but it must be done so deftly that the hostess is not placed in an embarrassing position, so that it is usually wiser to play Polly by the fireside under such conditions.

Unless engraved, all formal notes must be written in long hand even if it is the hand of the social secretary and there is an exact wording and spacing for all formal requirements which should be carefully followed as convention permits the use of only the upper sheet of the note paper. If one writes a large all-covering script it must be regulated to produce a page which has social sanction

## SOCIAL LETTERS MADE EASY

---

in form as in contents. To acquire this desirable appearance such a writer will derive much benefit from practicing on inexpensive paper folded the correct size until able easily to accomplish a page conveying formal invitations, acceptances or regrets.

The "400" of the fashionable world of New York City has grown to such proportions in the passing years that the fashionable woman of to-day is often obliged to have even social and friendly letters typewritten by her secretary. The only exceptions are letters of condolence, where there is a desire to show a mark of respect to an older member of the family, or where the recipient is not an intimate friend. Fortunately it is only in the large cities that this is necessary and the social letter in long hand is the correct and graceful manner of expression.

The selection of the writing paper is most important since formality requires white or ivory for invitations although the delicate tints may be used for the formal responses, and all must be of most excellent quality and not too extreme in style. For social correspondence there are three sizes required,

## SOCIAL LETTERS MADE EASY

---

the largest for social letters, a smaller size for all formal occasions, and the smallest which is used for notes of a few lines such as congratulations and condolences. Correspondence cards are used only informally to convey a few words and of course a postal card is impossible except for semi-business use, such as sending an address.

The delicate grays, blues and lavenders with monogram or address are exceedingly smart but only for intimate letters or country house stationery are the gayer and more unique forms possible and even then there remains a doubt if they best express a refined personality.

For bachelors, since wives attend to the social side for their husbands, there are darker shades of gray, blue and slate but the novice wisely clings to the conventional white for formal use. The bachelor girl or business woman often follows the masculine taste in the darker tones and the use of initials or address rather than the more intricate monogram. A delicate or simple monogram in the darker tone of the paper or in silver or gold with a touch of faint color is preferred to the heavier more elaborate

## SOCIAL LETTERS MADE EASY

---

designs, and is placed in the center or the left-hand corner and is frequently omitted if the address is engraved. When only the address is preferred it occupies the center or right-hand corner. As country house stationery often requires more than just the name of the country house or the number and street address at the right, the left-hand corner gives further details in smaller type — such as the telephone number, telegraph, post office and railway station if any deviation from the country house address.

In addressing the envelope write all the necessary directions but without superfluous words such as "For" Mrs. —. If there is a special name for the country house by all means use it and should it cause a lengthy, confused appearance it may be placed in the lower left-hand corner. The stamp should be squarely affixed in the upper right-hand corner and some devotees of detail select the green penny stamps if more harmonious with their tinted paper than the gay cherry two cent ones. In addressing a guest "Care" should be written and the name of the host given rather than that of the hostess. If a

## SOCIAL LETTERS MADE EASY

---

girl guest is visiting a girl friend at her mother's house the letter is sent in care of the hostess, if there is no masculine head of the house, instead of in care of the young friend; a minor detail but one which has often been criticized. So much social tact is required in addressing invitations and letters correctly that a separate section will be devoted to it at the end of this chapter.

While brevity is the soul of wit, haste is most ungracious so that social grace abhors all abbreviations and business forms which, while signs of efficiency, find no place in the social lexicon. The full name should be written out except in those cases where the initial is always signed for the first name. The numbers of the address on the envelope or in the letter where the address is not given should be written unless too lengthy and the same applies to a numbered street — thus "Twenty-four West Seventy-second" is infinitely smarter than the use of the numerals, but "1784 Madison Avenue" or "198 West 147 Street" would be out of proportion. Avenue and street and state are never abbreviated. One occasionally

## SOCIAL LETTERS MADE EASY

---

writes "Town" in English fashion but it is wiser to write the name of the city. The same idea is also applied to the date in a letter as one writes "Thursday, June the twenty-second," omitting the year, which is hardly required in a social letter. Should one desire to use the full date then numerals should be used, as "Thursday, June 22, 1920." The abbreviation "th" while still correct is not used as much as formerly. In social letters the date and address are placed at the lower left-hand end of the letter whereas in business forms it is placed at the upper right-hand corner.

Only business letters use the form of salutation such as "Dear Madam" or "Dear Sir" and should it be necessary to write to a stranger as in a matter of inquiry or reference, the full name and address are written out and then with a space between one commences "My dear Mrs. ——"

Mrs. Edward Stone,  
126 Madison Avenue,  
New York City

My dear Mrs. Stone,  
[ 18 ]

## SOCIAL LETTERS MADE EASY

---

“My dear ——” is considered more formal than “Dear ——” and one may not write “Dear Friend” but should use the name after the salutations, or if on very intimate terms may commence with “Dear” and a dash.

A social note is written only on the first and last pages, and if not finished continued inside, but it is better to write on consecutive pages if the outer two are not likely to prove sufficient. The commencement is placed about a fourth or even a third of the length of the sheet from the top, much depending on the size of the paper and monogram. Writing too close to the top gives a cramped and economical aspect, while too deep destroys the proportion of the page. The margin at the left hand should be about three-fourths of an inch, with an inch indentation for the commencement of paragraphs, if the square form so rapidly growing in popularity is not used. The lower margin and the one on the right should have about the same spacing. Paragraph the contents as the subject changes, even occasionally making an arbitrary division when launched on a heart-burning topic

## SOCIAL LETTERS MADE EASY

---

which fills the whole letter. If paragraphs are not indented a space should be allowed between them as an aid to clearness. A word should not be separated at the end of a line, but carried over to the next line.

In closing one rarely uses the conventional forms of "believe me," "With best wishes I am" but following the desire for simplicity writes "With best wishes," and on the line below "Cordially yours" as the connecting phrase is understood. Social etiquette in the Old World retains all of its elegance and no letter closes without some charming message, possibly conventional, yet always a graceful expression of interest. So among friends one may write, "Farewell, dear, until the next time," "You know how welcome any word from you will be," "You can never write too often or too long to —," "Do send me good news of your sweet self," "Best regards and cool wishes on this warm summer day."

All adverbs ending in "ly" require the possessive pronoun "yours" to be grammatical and a scribbled note ending "In haste" is neither grammatical nor courteous.



## SOCIAL LETTERS MADE EASY

One may use some originality in the choice of adverbs to intimate friends, but socially one uses "sincerely," "cordially," "faithfully" with the adjectives "very" and "most" to run the social scale. One may place the "yours" before or after adverbs and adjectives. Frankly speaking "sincerely" has been the most often selected of any of the adverbs during the past season. "truly," "respectfully," "gratefully" belong to the business world with rare exceptions.

The full name should be written out unless too long, such as Margaret Goldsmith Hammersley, when it is advisable to omit the middle name rather than use an initial. Many women on marrying cease to use their middle name but retain their family name, so that Olivia Grace Grey marrying Edward Stone Martin signs herself Olivia Grey Martin and when writing to a stranger writes below her signature, Mrs. Edward Stone Martin. A divorcee usually drops her husband's first name and if retaining his surname signs herself as Olivia Grey Martin as before but adds beneath Mrs. Grey Martin. A woman whose husband is a junior uses that abbrevia-

## SOCIAL LETTERS MADE EASY

---

tion after her own name if her mother-in-law is living in the same town. If, however, the mother-in-law is a widow she is supposed to add "Sr." after her name. Where the older woman is not willing to do this the daughter-in-law has retained the "Jr." although her husband has omitted it after his name. When unmarried (Miss) is placed in parenthesis before a woman's signature. A man signs himself in a social note as John Walden Smith avoiding the use of initials. In some cases he may use the above as a business signature and signs himself in social correspondence as Walden Smith.

Now that we are on such approachable terms with royalty, government officials and other distinguished individuals a brief reference guide is required since we often wish to address them in regard to reforms and various welfare projects.

All executives of state in our country are addressed formally as Sir or Dear Sir, except the president who is addressed only as Sir. Socially they are addressed as My dear Mr. President and My dear Mr. ——. The envelopes and letter openings are as follows:

SOCIAL LETTERS MADE EASY

---

*President* — —

*The Vice-President* — —

*Honorable* — —

*Secretary of the Interior*  
(Cabinet Member)

*The Honorable* — —

*Ambassador to Roumania*  
(Ambassadors to foreign countries)

*Senator or Honorable* — —

(Senators)

*Honorable* — —

(Members of Congress)

*Mr. Justice* — —

(Justice, not necessarily Supreme Court)

or

*The Honorable* — —

*Justice of the Supreme Court*  
(Justice of Supreme Court)

*Governor* — —

(Governor of State)

*His Honor the Mayor of New York,* — —

Officials may also be addressed with social informality as "My dear Senator, My dear Mr. Justice, Dear Governor," but the addressing of every man as "Mr.," the title

## SOCIAL LETTERS MADE EASY

---

of a gentleman, is rapidly gaining favor and one is never at fault if the correct title is given on the envelope. In closing formal and official communications one writes "I have the honor to be your most obedient servant," but socially one uses "I have the honor to remain most respectfully (or sincerely) yours."

An invitation from the President is equal to a command and may not be declined so that all earlier engagements must be cancelled, and only illness or deep trouble may excuse one. The explanation should be given frankly and not as a mere formality.

All officers of the Army and Navy are addressed by their full titles above the rank of lieutenant and may not be abbreviated.

A lieutenant is addressed as "Mr. — — Lieutenant 10th Regiment, United States Infantry." Formally the officers are addressed as "Sir" but socially as "Dear Admiral —."

The Church requires more formality and ceremony and only the simplest forms are given here, as follows: the address — the salutation — the closing.

## SOCIAL LETTERS MADE EASY

---

### ROMAN CATHOLIC FORM

{ *His Eminence, Cardinal* ——  
    *Your Eminence:*  
    *I have the honor to remain your humble servant,*  
    { *The Most Reverend* ——, *Archbishop of* ——  
    { *Most Reverend and dear Sir:*  
    { *I have the honor to remain your humble servant,*  
    { *The Right Reverend, Bishop of* ——:  
    { *Right Reverend and dear Sir:*  
    { *I have the honor to remain your humble servant,*  
    { *The Reverend* ——:  
    { *Reverend and dear Sir:*  
    { *I beg to remain yours sincerely, (for priest)*

### ANGLICAN CHURCH FORM

{ *The Most Reverend* ——, *His Grace the Arch-*  
    *bishop of* ——:  
    { *My Lord Bishop, May it please your Grace*  
    { *I remain, my Lord Archbishop, your Grace's*  
    { *most obedient servant,*  
    { *To the Right Reverend, the Lord Bishop of*  
    { ——  
    { *My Lord:*  
    { *I have the honor to remain your Lordship's*  
    { *obedient servant,*

## SOCIAL LETTERS MADE EASY

---

### PROTESTANT FORM

*Right Reverend* —, *Bishop of* —:  
*Right Reverend and dear Sir:*  
*I have the honor to remain your obedient servant,*  
*The Reverend* — —, *or Reverend Doctor* —:  
*Reverend and dear Sir or Dear Sir:*  
*I beg to remain yours sincerely, (for minister)*

### PROFESSIONAL FORMS

*Physician:* — —, *M.D. or Dr.* — —  
*Dear Sir:* (informally) *Dear Dr.* — or  
*Dear Doctor:*  
*Yours sincerely, or Yours truly,*  
*Professor: Professor* — —, (followed by  
correct initials)  
*Dear Professor* — or *Dear Dr.* —.

Further information regarding the addressing of individuals socially will be given in the following chapter.

CHAPTER II  
*INVITATIONS, ACCEPTANCES  
AND REGRETS*

**A**N invitation is an implied compliment and should be accepted or declined in the same cordial tone, whether considered desirable or otherwise. As one is supposed only to decline the invitation of a friend because unable to accept, some excuse must be offered and there are a few conventional ones which come within the formal style. A previous engagement, illness or absence from town are most often used but when given to escape attendance care must be taken that one is not reported as dancing gaily at some restaurant while supposedly confined at home by illness. An earlier engagement is quite the safest since there always exists a possibility that something occurred to postpone it and having regretted, one could not attend.

Occasionally one has cause to decline a very attractive invitation which later it be-

## SOCIAL LETTERS MADE EASY

---

comes possible to accept and if it is a large affair one may attend and explain to the hostess, or if a small affair and the hostess is an intimate friend one may write or telephone asking if the change of plans would inconvenience her. However, any entertainment such as a theater party where seats are arranged in advance, a card party, luncheon or dinner where a certain number of guests are planned for, must remain declined. To make such a request would betray one's lack of experience since only a hostess can realize the extreme consternation of receiving an extra guest at the eleventh hour. This is almost equaled by the dismay when a dinner guest sends regrets after having accepted, and another dinner partner must be found, with the pleasant possibility of offending any one invited at the last moment. This is more difficult when the missing guest is masculine, since one often has an obliging and understanding feminine friend who will sweetly fill out the number. As eleventh hour notes are so difficult a few have been given later among the informal notes for dinner engagements.



## SOCIAL LETTERS MADE EASY

---

One should never bring a guest, even a house guest, without asking permission of the hostess, for there may be special reasons known only to herself, why she would not wish to entertain your friends or introduce them to her guests, since one is supposed to stand sponsor for the guests within one's gates. If a guest arrives for a house visit after a formal dinner has been accepted, explanations must be made and some other form of entertainment provided for the visitor, since only illness or death may prevent the appearance on that occasion.

One may not use the telephone to convey an answer to an invitation unless given through that medium and it is always wiser to send a few lines mentioning the hour and date, since often the memory trips or the message is incorrectly heard.

As all formal invitations are sent out weeks in advance that the hostess may invite other guests in place of those declining, too much cannot be said about the promptness of replying. Within the week is the rule and a definite answer must be sent so that the hostess may provide accordingly. All formal

## SOCIAL LETTERS MADE EASY

---

invitations use the third person and must be answered in the same person. However informal the invitation, even for tea on a visiting card, the answer must not be written on the visiting card. No answer is required for tea when sent so informally except if unable to attend, then the visiting card without any writing is mailed to be received the day of the affair. A brief note is always appreciated by the hostess that she may make the requisite arrangements. For these notes correspondence cards may be used but other forms of entertainment require the folded sheet.

Invitations for afternoon affairs, such as at homes, card parties, musicals, with the exception of garden parties are sent only in the name of the hostess or in the name of herself and daughters. Formal invitations for affairs after six o'clock require the name of the husband and wife, or if she is a widow or divorcee, her name alone, and the daughter's name is only added when it is a dance. A young girl never sends invitations to young men, however informal, except in the name of her mother, or father if he is a widower, or any relative with whom she lives or may be visiting.

## SOCIAL LETTERS MADE EASY

---

Invitations for large affairs are sent to those in mourning who simply regret without giving any reason, the black bordered paper being sufficient explanation, and mail their cards to be received the day of the affair.

As a wedding announcement is not an invitation no response is required but visiting cards should be mailed to those announcing the marriage. If the address of the newly married ones is enclosed cards should also be sent to them. In mailing cards for such affairs two of the husband's should be sent with one of the wife's cards, since she does not send or leave cards on a man. This holds good for bachelor teas, and a lady in regretting does not send a card but a few words on note paper. A wedding invitation to the church ceremony also requires only cards sent to the bride's mother or the leaving of the cards the week following. Cards are also sent to bride and bridegroom as on receipt of announcement, especially if days at home are given and one cannot call. For the wedding receptions the responses will be given under weddings.

Formal invitations are sent to Mr. and

## SOCIAL LETTERS MADE EASY

---

Mrs. — or to the one in whose name the invitation was extended but informal ones are always addressed to Mrs. — or whoever acts as hostess and in whose name the invitation was sent. Formal invitations are addressed separately to the children since “and family” is no longer correct. Although several daughters may be addressed as “The Misses —” each son must have a separate invitation and answer it singly, while one of the daughters may accept for herself and sister. Informal invitations are addressed to the eldest daughter, and she is requested to ask her sisters to be present. Separate invitations are required for parents living with their married children and vice versa. All formal invitations for large affairs should be sent out by the parents when their married children live with them but invitations for smaller less formal affairs may be issued by the children when the parents, not caring for the social life have practically withdrawn and rarely appear.

A bachelor answers his invitations and may not ask his mother, sisters or sweetheart to answer or leave cards for him. The wife

## SOCIAL LETTERS MADE EASY

---

attends to this for her husband and a widower may ask his daughter or sister to assist him.

The engraved forms of invitations have not been included in this chapter as unnecessary but all examples of replies mentioned as formal should be followed closely. Those replies referred to as informal should not be copied too closely as to contents, but only for general form since they are supposed to express the individual's personality.

### BREAKFASTS

The hour proclaims the informality of the breakfast invitation unless accompanying a wedding invitation and that form will be found under formal wedding notes. Breakfast is a very smart affair, excelling in simplicity and usually planned for the edification of a few congenial souls. It offers another opportunity for friends to meet in an already full day and is especially successful for the visiting guest whose stay is all too brief. It is also the only entertainment at which men and women meet before the tea hour, since men are not invited to luncheon in town although they often appear at country

SOCIAL LETTERS MADE EASY

---

house luncheons. Thus the invitation uses the informal first person and is offered only to intimate and congenial friends, and is vastly popular among the literary and artistic set who burn the midnight oil and so breakfast late in the day.

*My dear Ruth,*

*Will you join a few congenial friends for breakfast at noon on Thursday, February the tenth, to meet Miss Mildred Murdock, the brilliant writer, who is to be with us? Do come for I want the added pleasure of your cheery company.*

*Affectionately yours*

*Saturday February the fifth,  
Twenty-four West Tenth Street*

*Estelle*

*My dear Estelle,*

*With delight I shall arrive on your doorstep at high noon, thrilling to my very toes at the prospect of the charming company and one of your jolly breakfasts. So sweet of you to think of me.*

*Lovingly yours,*

*February, the seventh  
294 West 71 Street*

*Ruth Grayce Hall*

SOCIAL LETTERS MADE EASY

---

*My dear Jack,*

*A few mutual friends are coming to breakfast at noon on Thursday the tenth, to meet Miss Mildred Murdock who is as charming as she is clever and I want you to add to the joy of the affair.*

*Please do not say that horrid word "no!"*

*Cordially yours,*

*Estelle Evarts*

*February the fifth,*

*Twenty-four West Tenth Street*

*Dear Ruth,*

*It gives me great pleasure to accept your invitation to breakfast at noon on February the tenth, to meet your friend Miss Mildred Murdock.*

*Faithfully yours,*

*Jack*

*Dear Ruth,*

*Sorry is not the word to express it but what can a busy man do but regretfully say that the pleasure you offer for Thursday noon, February the tenth is not for me as I am overwhelmed with work at this minute.*

SOCIAL LETTERS MADE EASY

---

*You know my procrastinating ways but the penalty seems a little too heavy when I must miss meeting Miss Murdock and one of your jolly breakfasts.*

*Faithfully yours,*

*John Home Enderton*

*February the seventh,  
1197 Madison Avenue*

*My dear Mrs. Sommers,*

*Will you come to breakfast at twelve o'clock noon on Thursday February the tenth, to meet some very charming friends and Miss Mildred Murdock the brilliant writer? Do come or I am sure it will mean mutual pleasure for all.*

*Very cordially yours,*

*Estelle Evarts*

*February the fifth,  
Twenty-four West Tenth Street*

*My dear Mrs. Evarts,*

*Most unhappily my plans for the week-end commence on Thursday the tenth, so instead of meeting your friends and enjoying your delightful hospitality I shall be speeding away on the*



## SOCIAL LETTERS MADE EASY

---

*train. It is most charming of you to think of me and I shall express my appreciation personally to you on my return.*

*Most cordially yours,*

*Martha Greene Sommers*

*February the sixth,*

*Ten West Eleventh Street*

### LUNCHEONS

Luncheons grow more formal each year and this past season have been used to introduce the debutante. For this affair other debutantes and immediate relatives and intimate friends are invited. Formerly the invitation was only issued in the name of the hostess, since neither the host's name or person has any place in the luncheon plans, and the young lady was not supposed to appear formally in any way until after her debut, but to-day it is most correct to have her name appear below that of her mother. The use of private reception rooms in hotels and clubs is much in vogue with apartment dwellers or where the house is small, and the daughter is not presented as often as formerly

## SOCIAL LETTERS MADE EASY

---

by some relative of social distinction. However, when the mother is an invalid or a feminine relative has supreme social prestige which would greatly assist the young lady in her social career the large affair may be given by her, but it is always more elegant if the first step, however small, is given under the wing of her mother.

*Mrs. John Marcus Greeley  
Miss Jane Grey Greeley  
request the pleasure of  
Miss Lillian Sloane's  
company at luncheon  
on Tuesday, March the tenth  
at one o'clock.*

*Miss Lillian Sloane  
accepts with pleasure  
the kind invitation of  
Mrs. John Marcus Greeley  
and  
Miss Jane Grey Greeley  
for luncheon on  
Tuesday, March the tenth  
at one o'clock.*

SOCIAL LETTERS MADE EASY

---

*Miss Lillian Sloane  
regrets exceedingly that  
she cannot accept the  
kind invitation of  
Mrs. John Marcus Greeley  
and  
Miss Jane Grey Greeley  
for luncheon on  
Tuesday, March the tenth  
at one o'clock.*

If the hostess desires to introduce a visiting guest to her friends she writes as follows:

*To meet Miss Florence Burch  
Mrs. John Marcus Greeley  
requests the pleasure of  
Miss Sloane's  
company at luncheon  
on Tuesday, March the tenth  
at half after one o'clock*

SOCIAL LETTERS MADE EASY

---

*Miss Sloane  
accepts with pleasure  
Mrs. Greeley's  
kind invitation to meet  
Miss Florence Burch  
at luncheon  
on Tuesday, March the tenth  
at half after one o'clock.*

*Miss Sloane  
regrets that a previous engagement  
prevents her accepting  
Mrs. Greeley's  
kind invitation for luncheon  
on Tuesday, March the tenth  
to meet Miss Howe.*

If the address is not engraved on the note paper it should be added when only the surname is used since there may be others of the same or extremely similar name invited, unless, following the fad of the latest debutantes, the first name is embossed in silver or gold

## SOCIAL LETTERS MADE EASY

---

on a tiny colored disc at the top of the paper, or the initialed paper otherwise distinctly designates the sender of the note.

If the hostess desires to invite her guests also for the matinee it is included in the invitation so that the guest may arrange for the hour of departure. If invited only for luncheon tea engagements are possible, but hardly after the matinee.

*Mrs. Greeley  
requests the pleasure of  
Miss Sloane's  
company at luncheon  
and the theater  
on Tuesday, March the tenth  
at half after one o'clock.*

*Miss Sloane  
accepts with pleasure  
Mrs. Greeley's  
kind invitation for luncheon  
and the theater  
on Tuesday, March the tenth  
at half after one o'clock.*

## SOCIAL LETTERS MADE EASY

---

*Miss Lillian Sloane  
regrets that she cannot accept  
the kind invitation of  
Mrs. John Marcus Greeley  
for luncheon and the theater  
on Tuesday, March the tenth.*

### LUNCHEON — INFORMAL

*My dear Mrs. Waters,*

*Will you give me the pleasure of seeing you  
at luncheon at one o'clock on Tuesday, March  
the twenty-fifth? Some congenial friends are  
to be with us and I look forward to the pleasure  
of your company.*

*Very sincerely yours,*

*Margaret Hanna Greeley*

*Address*

*Date*

*My dear Mrs. Greeley,*

*It will give me much pleasure to be with you  
on Tuesday the twenty-fifth at one o'clock and  
also to meet your friends.*

*Most sincerely yours,*

*Esther Graham Waters*

*Date*

*Address*

## SOCIAL LETTERS MADE EASY

---

*Dear Bertha,*

*Will you come to luncheon on Thursday March the twenty-fifth at one o'clock? My charming friend Miss Frances Hart of Cleveland is to be with us and I am sure you will find much of mutual interest. Afterwards we go to the matinee to see — which I hope all will enjoy.*

*Affectionately yours,*

*Margaret*

*Date*

*Address*

A hostess should always mention the name of a visiting guest and if possible give the name of the play which has been selected.

Frequently the date of writing is omitted from formal invitations but informal ones should have the date and address also if not engraved on the note paper. When omitted at the end of social notes given in these pages its use is understood.

*Dear Margaret,*

*Unfortunately Thursday the twenty-fifth is the day we had planned to celebrate a family birthday which takes us out of town and I regret so much*

SOCIAL LETTERS MADE EASY

---

*that I cannot meet your charming friend until my return. With many regrets because of my enforced absence and with tenderest regards for you dear,*

*Affectionately yours*

*Bertba Nye Wrenn*

INVITATION TO ANNOUNCE AN ENGAGEMENT

*My dear Miss Hunter,*

*Can you come to luncheon on Thursday, May the third, at half after one o'clock to hear some very charming and delightful news which Jane is very anxious to confide in you. We are counting on your sweet presence to add to the joy of the occasion.*

*Very cordially yours,*

*Margaret Hanna Greeley*

*My dear Mrs. Greeley,*

*It is with extreme regret that I find arrangements have been made for me to speak at the Women's Club at two o'clock on Thursday the third and I may not change that engagement. Will you give my dearest love to Jane and say that suspecting the happy news I am sending her my most loving wishes for her future happiness.*

*Very cordially yours,*

*Janet Gordon Hunter.*



## SOCIAL LETTERS MADE EASY

---

### INVITATION WHEN PRESENTING DEBUTANTE

*My dear Mrs. Bunstead,*

*Will you and your pretty daughter give us the pleasure of your company at the Somerset Club at luncheon on Wednesday the sixth of November at one o'clock? A few friends are coming to welcome Jane as she makes her debutante bow to the world, and we are looking forward to seeing you both.*

*Very cordially yours,*

*Margaret Hanna Greeley*

*My dear Mrs. Greeley,*

*It is with mingled feelings of regret and pleasure that I write to you for, while Margery accepts with pleasure your delightful invitation for luncheon on Wednesday the sixth at one o'clock, I must add that I cannot accept since an earlier engagement has been made for that day. My earnest wishes for the great success which I am sure Jane's charming ways will bring to her.*

*Very cordially yours,*

*Marie Leigh Bunstead*

[ 45 ]

## SOCIAL LETTERS MADE EASY

---

### FORMAL AFTERNOON RECEPTIONS — AT HOMES

Afternoon receptions designated as "At Home" are the most informal of large affairs, yet there is a certain amount of formality required for this form of entertainment and the invitations are usually engraved. When the circle of friends is large, two days may be selected in a month and so engraved on the card in the lower left-hand corner and the address opposite as

*First and second Tuesdays  
in January  
(the hour)*

*Six hundred and seven  
Park Avenue*

or as the example following:

*Wednesdays  
the tenth and seventeenth  
of January  
from four until seven o'clock*

## SOCIAL LETTERS MADE EASY

---

Formerly only the name of the hostess appeared on the card but now the daughter's name, especially when making her debut, is used below sometimes connected with an "and," which may be placed between the names or in front of the daughter's name. When there are several daughters their names are given as "The Misses — —." Two ladies may entertain together either at a club or at the home of one of them and issue invitations in the names of both. Usually the rule of seniority is used in selecting the name first placed on the card, although a wider social acquaintance may give preference to the name of the younger woman and the connecting "and" is omitted. If a musical program has been arranged or cards are planned for, either "Music" or "Auction" may be engraved on the card. There are also cards for at home engraved with spaces for filling in the name of the hostess, guest and date and hour, and on these may be written any extra words designating a special type of entertainment.

Many fashionable women order a large number of engraved cards similar to these with

## SOCIAL LETTERS MADE EASY

---

their name and also if desired their daughter's name, and these may be used at any time for receptions, luncheons, and evening affairs also, by filling in the spaces. Similar cards are engraved with the name of host and hostess and used for dinner and evening affairs.

If one wishes to present a friend or visiting guest, her name is written at the top of the card or if the affair is especially given for her, cards may be issued with her name given at the end, as "to meet" and on the line below "*Miss* — —."

When the guest is a distinguished person whom one desires to honor such as a high official, a literary or artistic genius, engraved cards may be issued commencing with "To meet" and on the line below "Admiral — —" or if accompanied by his wife, "Admiral and Mrs. — —."

No reply is expected to an At Home but if unable to attend the visiting card is mailed to arrive the day of the entertainment.

### TEAS — INFORMAL

Afternoon tea is the most informal and enjoyable of all the social affairs and is really

## SOCIAL LETTERS MADE EASY

---

the only one for which an invitation may be sent on a visiting card. In the lower left hand corner is written the date and hour as "Monday, March the second" and below "From four to seven o'clock." Any further information such as "Music," "Cards," "To meet Miss — —," "Shower for Miss — —," is placed in the upper left hand corner. To this invitation no response is necessary except if unable to attend, the visiting card is mailed to arrive on the day of the tea. Should a husband be invited, as sometimes happens although the tea hour is more for bachelors, his card is enclosed with his wife's. When present one's card is left in a tray at hand in the hall. Informal little notes may also be written bidding one's friends to come together for a cheery chat, to hear a new play read, a monologue, or an hour of music and these should always be answered. In fact any hostess greatly appreciates a thoughtful word of acceptance or regret to even a visiting card invitation, which while unnecessary, is very helpful in preparing for guests.

SOCIAL LETTERS MADE EASY

---

INFORMAL INVITATIONS FOR AFTERNOON  
TEA

*Dear Elizabeth,*

*Will you come in for a cup of tea at five o'clock on Tuesday afternoon, the ninth of May? Some mutual friends are coming and we all want so much to see you.*

*Affectionately yours,*

*Helen*

*Dear Helen,*

*Five o'clock will find me in my best bib and tucker all ready for a cheering cup of tea with you on Tuesday the ninth.*

*Lovingly yours,*

*Elizabeth*

*Dear Harold,*

*Can you be persuaded to drop your affairs for a few moments and have a refreshing chat and a cup of five o'clock tea with some friends on Tuesday, May the ninth?*

*Cordially yours,*

*Helen Gale*

SOCIAL LETTERS MADE EASY

---

*Dear Helen,*

*Count on me for tea and talk on Tuesday the ninth, but the responsibility for unfinished work falls on your sunny head, so be prepared.*

*Yours sincerely,*

*Harold Fuller*

*Dear Mrs. Failles,*

*Will you come very informally for a cup of tea and meet my charming friend Miss Olive Roberts of St. Louis who is staying with me? Hoping we have the pleasure of seeing you at five o'clock on Tuesday, May the ninth.*

*Very sincerely yours,*

*Helen Gale*

*Dear Mrs. Gale,*

*So very sorry to miss seeing you and your pretty friend, whom I have seen in the distance, but I have already promised my husband to devote the day to him. He has so little time free that I make every effort to be with him on any excursion to the country. I shall hope to see you and your friend before she leaves.*

*Most sincerely yours,*

*Cornelia Failles*

## SOCIAL LETTERS MADE EASY

---

Dear Tom,

*Here is a double treat for you at the tea hour — a new girl in town, my pretty visiting guest, Miss Roberts of St. Louis, and some music as Lenore has promised to bring her violin. Shall expect you at five o'clock on Tuesday, May the ninth.*

*Sincerely yours,*

*Helen Gale*

Dear Helen,

*Fates will have it that I am to be out of town for the week and am exceedingly sorry to miss the pleasant tea hour with you and your friends.*

*Most sincerely yours,*

*Thomas Hood White*

### REQUEST TO ASSIST AT TEA OR RECEPTION

Dear Elizabeth,

*Will you add to the happiness of my debut by assisting us on Thursday, November the eighth at four o'clock. Mother joins me in hoping that you can be with us then.*

*Affectionately yours,*

*Olive Roberts*



SOCIAL LETTERS MADE EASY

---

*Dear Olive,*

*Delighted to do anything I can for my dear girl when she makes her first bow to the social world and I will be with you at four o'clock on Thursday, November the eighth. My kindest regards to your mother.*

*Affectionately yours,*

*Elizabeth Hamilton*

REQUEST TO BRING A VISITING GUEST

*My dear Mrs. Roberts,*

*My friend Constance Rutledge of Buffalo is staying with me and as I am very keen that she should take away the most charming remembrances of New York I am asking if I may bring her with me on Thursday, November the ninth at four o'clock.*

*Very sincerely yours,*

*Mary Doane Markbam*

*My dear Mrs. Markbam,*

*It is a very pretty compliment you give me when you ask to bring Miss Rutledge and it will be a delightful pleasure to meet her with you on Thursday. I am sending her a card by this same post.*

*Most sincerely yours,*

*Madeleine Roberts*

## SOCIAL LETTERS MADE EASY

---

### STUDIO TEAS

A bachelor may not issue an At Home card nor send visiting cards for a tea in his studio but either writes informal notes or sends engraved cards requesting the pleasure of the company of ——.

*Mr. Roger Dupont Horne  
requests the pleasure of  
Mrs. Dane Smith's  
company  
on Friday, March the seventh  
from four until seven o'clock  
The Rumstead Building  
Twenty-one Madison Avenue*

*Music*

### INFORMAL INVITATIONS

*Dear Miss Audley,*

*Will you and your charming sister give me the pleasure of your company on Friday afternoon at four o'clock, March the seventh, when some friends are coming to tea? There will be*

SOCIAL LETTERS MADE EASY

---

*some music which I think you will both enjoy  
and also several interesting guests.*

*Sincerely yours,*

*March the first, Roger Dupont Horne  
Twenty-one Madison Avenue*

*My dear Mr. Horne,*

*My sister and I will be delighted to accept  
your kind invitation for Friday afternoon,  
March the seventh, at four o'clock.*

*Very sincerely yours,*

*Genevieve Audley*

REQUEST TO ACT AS CHAPERONE AT  
STUDIO TEA

*Dear Mrs. Milton,*

*Will you be very charming to a lonely bachelor  
and chaperone a small affair at my studio on Thurs-  
day, March the seventh, from four to seven o'clock?  
There is to be some delightful music and some  
most interesting guests, and if you will only grace  
the affair my happiness will be quite complete.*

*Very sincerely yours,*

*Roger Dupont Horne*

## SOCIAL LETTERS MADE EASY

---

### GARDEN PARTIES

Engraved cards are rarely issued for a garden party unless it is a very formal affair on a large estate and then the host's name is always used with that of the hostess. The engraved cards with spaces for filling in are often used for large affairs with the words "Garden Party" written in the lower left-hand corner. Cards may be enclosed to those in nearby towns giving the hours of arrival and departure of trains from city to country place.

If very informal the visiting card may be used but the brief note of a few lines is much more courteous and gives a little importance to the occasion. Answers to engraved invitations follow the lines of the formal ones for luncheons, dinners, or evening receptions and the informal such as are used for informal teas, and examples may be found under that heading.

A few informal invitations are given as follows, and it is worthy of note that a thoughtful hostess will always mention if there are sports so that one may dress appropriately.

## SOCIAL LETTERS MADE EASY

---

*My dear Mrs. Douglas,*

*Will you add to the joys of the tea hour in the garden by coming on Wednesday the twenty-third at five o'clock? The roses are luxuriant and the whole garden so filled with sweetness that we want to share its pleasures with our friends.*

*Cordially yours,*

*Pauline Stone*

*My dear Miss Berwick,*

*Can you not drive over on Wednesday, the seventh, for tea and strawberries on the lawn? We are to be very informal and if not too warm Florence plans some tennis so do come a little earlier than the tea hour.*

*Very cordially yours,*

*Pauline Stone*

*Monday, June the fifth,  
Stonebridge Cottage.*

### DINNER NOTES

Of all invitations the one to a formal dinner is the most complimentary and important, and only illness or death in the family should cause a postponement of the affair or absence after an acceptance has been sent.

## SOCIAL LETTERS MADE EASY

---

Since there can be only a limited number of guests even if a large dinner, the chosen ones are carefully culled from the visiting list, and those who are most congenial invited to meet, and of course those to whom a social obligation is due. To a dinner the hostess gives her most thoughtful attention in regard to every detail such as the selection of viands, the table decorations, and the seating of guests.

All invitations are issued in the name of husband and wife and may be entirely engraved, or engraved with a space for filling in the names, form of entertainment, date and hour, or written by hand. If music or cards are to follow this is noted in the lower left-hand corner and if presenting a guest this is written at the top, as "To meet ——."

When invitations are out for a large dance the mother of a debutante daughter usually gives a dinner before to provide dancing partners for her daughter and writes on the lower corner of the card "To go afterwards to Mrs. Snowden's dance" so that the young men make no after dinner engagements.

## SOCIAL LETTERS MADE EASY

---

Formal invitations are regretted in the same formal manner and where the husband cannot accept the wife regrets for both. Only where she is an intimate friend, knowing that her presence is desired singly may she write an informal note explaining her dilemma, which is sent under separate cover at the same time with the formal regrets. This gives the hostess an opportunity to re-invite her if she wishes.

One may not ask to bring another guest to dinner unless a very distinguished personage and the same procedure is followed of sending the formal regrets and the informal note explaining the presence of this notable person, thus permitting the hostess to change her dinner arrangements and include the guest.

If a house guest arrives after a dinner engagement has been accepted the hostess explains the circumstances to her and makes other plans for her evening entertainment, such as asking another member of the family or an intimate friend to go with her to the theater or opera, for which of course seats are provided.

In sending formal invitations and replies the date of writing may be omitted — and

## SOCIAL LETTERS MADE EASY

---

this frequently has the advantage that if a guest is later invited to fill in the place of one who has regretted there is no tell-tale date, should invitations by some mischance be compared. Delays in the mail is an extended and useful excuse in such a matter.

### FORMAL INVITATIONS

*Mr. and Mrs. Homer Crampton  
request the pleasure of  
Mr. and Mrs. Clinton Porter's  
company at dinner  
on Tuesday, April twenty-fourth  
at eight o'clock.*

(Engraved card to be filled in)  
*Mr. and Mrs. Homer Crampton  
request the pleasure of*

*company at dinner*  
on  
at o'clock.  
*Thirty-one West Fiftieth Street*

The address it will be noticed has been placed at the right-hand corner in variation



SOCIAL LETTERS MADE EASY

---

of the usual rule, but permits of writing in any additional information in the lower left hand corner. Should the dinner or affair be given at a hotel or club it is usually written, if not an entirely engraved affair, below the hour as "*At the Somerset Club.*"

*Mr. and Mrs. Clinton Porter*  
*accept with pleasure*  
*the kind invitation of*  
*Mr. and Mrs. Homer Crampton*  
*for dinner*  
*on Tuesday, April the twenty-fourth*  
*at eight o'clock.*

*Twenty-nine Park Avenue*

*Mr. and Mrs. Clinton Porter*  
*regret that a previous engagement*  
*prevents their accepting*  
*the kind invitation of*  
*Mr. and Mrs. Homer Crampton*  
*for dinner*  
*on Tuesday, April the twenty-fourth*  
*at eight o'clock.*

*Twenty-nine Park Avenue*

SOCIAL LETTERS MADE EASY

---

*Mr. and Mrs. Clinton Porter  
request the pleasure of  
Mr. and Mrs. Crampton's  
company at dinner and the opera  
on Monday, March the seventeenth,  
at half after seven o'clock*

*Mr. and Mrs. Crampton  
regret that they will be  
unable to accept  
Mr. and Mrs. Porter's  
kind invitation  
for dinner and the opera  
on Monday, March the seventeenth,  
at half after seven o'clock.*

INFORMAL INVITATIONS

*My dear Mrs. Porter,*

*Will you and Mr. Porter give us the pleasure  
of your company on Tuesday evening, November  
the fifth at eight o'clock? It will be a great  
pleasure to see you again after your long absence  
this summer.*

*Very cordially yours,*

*Date*

*Constance Crampton*

*Address*

SOCIAL LETTERS MADE EASY

---

*My dear Mrs. Crampton,*

*Mr. Porter and I will be very glad to dine with you on Tuesday evening, November the fifth at eight o'clock. We are also looking forward to news of you and yours this past season.*

*Most cordially yours,*

*Isabel Denise Porter*

*Date*

*Address*

*My dear Mrs. Crampton,*

*With much regret I find that Mr. Porter and I have already made an engagement for Tuesday evening, November the fifth and we are very sorry not to have the pleasure of an evening with you and Mr. Crampton.*

*Most cordially yours,*

*Isabel Denise Porter*

*Date*

*Address*

*My dear Mr. Bronson,*

*Will you dine with us informally on Thursday evening, October the sixth at half after seven o'clock and go afterwards to the play.*

SOCIAL LETTERS MADE EASY

---

*We are to have a few friends with us, among them my friend Miss Wylie from Montana.*

*Very sincerely yours,*

*Date*

*Isabel Denise Porter*

*Address*

*My dear Mrs. Porter,*

*It will be a pleasure to dine with you and Mr. Porter on Thursday evening, October the sixth at half after seven and go afterwards to the play. With kindest regards,*

*Very sincerely yours,*

*Date*

*John Martin Bronson*

*Address*

*My dear Mrs. Conway,*

*It would give us much pleasure if you and Mr. Conway would dine with us on Wednesday, November the twentieth at seven o'clock. and meet Mr. and Mrs. Morris Whitlock of London, who are staying with us for a few days. Hoping that nothing will prevent you and your husband from coming,*

*Cordially yours,*

*Date*

*Isabel Denise Porter*

*Address*

SOCIAL LETTERS MADE EASY

---

*My dear Mrs. Porter,*

*Mr. Conway and I accept with much pleasure your kind invitation to dine with you on Wednesday, November the twentieth, at seven o'clock, and to meet your friends, Mr. and Mrs. Morris Whitlock of London. With warmest regard,*

*Yours most cordially,*

*Date*

*Mabel Conway*

*Address*

Occasionally it is necessary to postpone the date for a dinner because some mishap, or serious trouble causes one to cancel an invitation already accepted. If formal invitations have been issued the third person may be used in announcing the change of plan.

*Mr. and Mrs. Robert Herron  
regret exceedingly that a sudden  
and severe illness in their family  
necessitates the postponement  
of their dinner arranged  
for Wednesday, December the twelfth.*

*Date*

*Address*

SOCIAL LETTERS MADE EASY

---

*My dear Mrs. Porter,*

*With great haste and equal regret I am writing to say that my husband and I have been called out of town by the severe illness of his mother, and so will be unable to be present at your dinner on Monday January tenth. With many regrets and sincerest regards,*

*Yours most cordially,*

*Mabel Wainwright Greene*

*Date*

*Address*

*My dear Mrs. Porter,*

*Yesterday was an evil day for me for I met with an accident on the golf course which will not permit me the pleasure of being with you at dinner to-morrow night. I made every possible promise to Dr. James but he will not allow the least movement so I must forego the delightful entertainment with many sincere regrets.*

*Yours most sincerely,*

*Peter Markbam*

*Date*

*Address*

SOCIAL LETTERS MADE EASY

---

*Dear Mr. Beecham,*

*Will you be most amiable and come on Thursday the ninth, at eight to dinner? At the eleventh hour one of my guests has fallen into the dread clutches of the influenza and I at once turn to you for assistance. Dr. Porter and I will appreciate so much your coming as well as the pleasure of your company.*

*Yours cordially,*

*Isabel Denise Porter*

*Date*

*Address*

*Dear Mrs. Porter,*

*Nothing gives me greater pleasure than to serve my friends and in this case it will be doubled by the joys of your hospitality. At eight o'clock on Thursday, the ninth, I shall be with you and prove that the ill wind of your friend has blown me into a delightful situation.*

*Faithfully yours,*

*George Beecham*

*Date*

*Address*

## SOCIAL LETTERS MADE EASY

---

Evening receptions vary from afternoon affairs in that the words "At home" are never used and that an answer is required, also that the invitation is issued in the name of the host and hostess. The visiting card is not correct for even a most informal reception. The form given below for a special occasion is suitable with a few changes to meet any situation.

*Mr. and Mrs. James Horton Greene  
request the pleasure of your company  
on Thursday evening, February the sixteenth  
at nine o'clock  
to meet  
Mr. and Mrs. James Horton Greene, Jr.*

## SUPPER NOTES

Resembling breakfast, supper is an intimate home affair and the invitations are conveyed in informal little notes. With intimate friends one may even telephone but there exists always a possibility of mistakes occurring in the date so that the written note proves an excellent reference in case of doubt.



## SOCIAL LETTERS MADE EASY

---

*Dear Ned*

*Sunday night will you come in for a cheery nibble with us at seven o'clock? Informally is the watchword for you and our friends, the Green-Smiths and Miss Jackson. Tom has also asked his business partner Samuel Tuttle so we ought to have a flow of wit salted with a little common sense.*

*Cordially yours,*

*Gloriana Earle*

*Date*

*Address*

*Dear Gloriana:*

*So sorry but am already promised for an evening of music on Sunday, and cannot enjoy one of your jolly Sunday night suppers. Past memories make my regrets all the more vivid and I shall take a peep at you astrally if not present visibly.*

*Yours most sincerely,*

*Edward Grace*

*Date*

*Address*

SOCIAL LETTERS MADE EASY

---

*Dear Etbel,*

*Do tear yourself away from your throng of friends and give us a few moments of your charming self at supper time on Sunday. We have asked Mr. Tuttle, the Green-Smiths and Mr. Gordon. Do write me that you are coming.*

*Affectionately yours,*

*Date*  
*Address*

*Gloriana*

*Dear Glory,*

*The supper hour is already promised but may I come in later and bring Captain Conover, a most charming man, whom I am sure you would enjoy knowing.*

*Yours lovingly,*

*Date*  
*Address*

*Etbel*

*Dear Mr. Tuttle,*

*We are planning a merry little supper on Sunday evening and would enjoy so much adding you to our circle of friends. Will you come in very informally at seven o'clock and bide a wee with us?*

*Very sincerely yours,*

*Date*  
*Address*

*Gloriana Earle*

## SOCIAL LETTERS MADE EASY

---

*Dear Mrs. Earle,*

*You know all good things arrive at once so that I have already promised to dine with friends on Sunday evening. I regret very much not to be present and hope that you will think of me another time.*

*Yours sincerely,*

*Date*

*Samuel Tuttle*

*Address*

### THEATER PARTIES

While an invitation to the theater or opera does not carry the formality of a formal luncheon or dinner, one should be most punctilious in replying as early as possible and in showing the hostess and her guests the courtesy of promptness. If after accepting one finds it impossible to attend, the hostess is notified at once by messenger who bears in the note an excellent excuse.

A bachelor who gives a theater party for a young woman must ask some married woman friend to act as chaperone. It is a compliment to be selected for this charming part and the request should be graciously accepted or declined with a most valid excuse. In making the request the names of the guests should always be given to avoid what might be an unfortunate meeting.

SOCIAL LETTERS MADE EASY

---

*Dear Mrs. Van Ness,*

*Will you come and play guardian angel for some charming young friends of mine, Miss Lucille and Margot Tennant, on Monday evening, December the thirteenth, as I have been able to secure seats for Rosemary and Rue which is having such a success. Then afterwards we will go to the Ritz for supper and hear the best music in town. May I call for you at a quarter before eight on that evening if you will honor me with your presence?*

*Very sincerely yours,*

*Date*

*Edward Demming*

*Address*

*Dear Edward,*

*It will be a delightful pleasure to cast a sheltering wing over your charming young friends on Monday, December the thirteenth for the theater and afterwards for supper. I am very keen to see that play and feel that you offer an enchanting evening.*

*Cordially yours,*

*Date*

*Marie Van Ness*

*Address*



## SOCIAL LETTERS MADE EASY

---

*Dear Mr. Demming,*

*My sister and I will be delighted to accept your charming invitation for the play and supper afterwards, and also to meet your lovely friend Mrs. Van Ness. We will be quite ready at eight and think it most kind of you to plan so much pleasure for us.*

*Very sincerely yours,*

*Date*

*Lucille Tennant*

*Address*

The invitation may also be for dinner before the play at some restaurant and the hour and entrance should be very carefully mentioned and also the name of the play. While redundancy is not desirable in an invitation it is still advisable to give all the details of the evening's plan since otherwise those invited might arrange to go on to another affair later in the evening.


### DANCE NOTES

Dances are usually the most informal and joyous of the large affairs and quite the smartest mode is to refer to the one of many hundred invitations as "a small dance." This designation has the advantage of con-

## SOCIAL LETTERS MADE EASY

---

cealing the fact that anyone was overlooked or intentionally omitted and should there also be many regrets, it is carried off with a shrug and "But it was only a small dance." For a metropolitan dance often a thousand invitations are ordered but only about six hundred sent out. As the regrets come in invitations are sent to other guests on the second list.

One may ask permission to bring a guest to a dance, especially if a dancing man, but one is somewhat slower in adding another charming girl to the already large number. A young man may ask to escort a girl to a dance but in the larger cities she is chaperoned by a relative or attended by her maid. 

Only public affairs such as the Charity Ball are referred to as a "ball" and in summer when a dance is given at short notice, with great informality and the visiting card is used, the date is written and "Dancing at ten o'clock" is placed in the lower left-hand corner. If cards to a public affair are received they should be acknowledged with a note of thanks and if unable to attend the cards should be returned immediately with an expression of regret at the loss of the pleasure.

## SOCIAL LETTERS MADE EASY

---

### FORMAL INVITATIONS

*Mr. and Mrs. Gilbert Holden  
Miss Rosamund Holden  
request the pleasure of  
Mr. and Mrs. Armstrong's  
company at a small dance  
on Friday, January the fifteenth  
at ten o'clock.*

*Mr. and Mrs. Armstrong  
accept with pleasure  
Mr. and Mrs. Gilbert Holden's  
and Miss Rosamund Holden's  
kind invitation to a small dance  
on Friday, January the fifteenth  
at ten o'clock,*

*Miss Grace  
accepts with pleasure  
Mr. and Mrs. Gilbert Holden's  
very kind invitation to  
a small dance on Friday  
January the fifteenth.*

This brief form of acceptance has proved very popular this past season and the name of the daughter is often omitted as it is



SOCIAL LETTERS MADE EASY

---

understood that the invitation comes from the parents who are presenting the daughter.

*Mr. John Bookman  
regrets that he will be  
unable to accept  
the kind invitation of  
Mr. and Mrs. Gilbert Holden  
and Miss Rosamund Holden  
for the evening of  
Friday, January the fifteenth*

INFORMAL INVITATIONS

*Dear Gertrude,*

*We are planning a jolly little dance on Wednesday, July the tenth and want you to add to the gaiety so do be here at ten o'clock. With love from*

*Yours affectionately,*

*July the third  
The Dove-Cote*

*Polly*

*Dear Polly,*

*What a delightful idea of a dance on the tenth. Will be ready to whirl all evening.*

*Yours lovingly,*

*Gertrude*

SOCIAL LETTERS MADE EASY

---

A REQUEST TO ESCORT A YOUNG LADY  
TO A DANCE

*Dear Miss Rosemary,*

*Will you give me the pleasure of escorting you to the Country Club Dance on Saturday, July the eighteenth? It promises to be a very jolly affair and will be much more so to me if you are present. If you will so honor me may I call for you at ten o'clock on Saturday evening?*

*Yours most sincerely,*

*Kenneth Gray*

*Dear Mr. Gray,*

*It will be very delightful to have you escort me to the Country Club Dance on Saturday evening, July the eighteenth. Father always prefers to have me use our car as he is a bit nervous about these winding country roads after dark, so if you will be here at ten o'clock as you suggest, we can look forward to a delightful evening.*

*Very sincerely yours,*

*Rosemary Rue*

This is of course for the girl who is fortunate enough to have the use of a car. She may

SOCIAL LETTERS MADE EASY

---

also suggest that the car call for her escort and bring him to her home and from there they will go to the dance.

*Dear Mrs. Page,*

*There is to be a delightful subscription dance at the Monmouth Hotel on Friday, July the sixth, which Mr. Gray has asked me to attend with him, and mother wishes me to ask you if you would graciously take her place and be my charming chaperone for the evening. If you will be so kind to me the car will call for you at half after nine and bring you here where Mr. Gray and I will be waiting for you and we will arrive at the dance a little after ten o'clock.*

*Very cordially yours,*

*Rosemary Rue*

*Dear Rosemary,*

*It will be a delightful pleasure to chaperone you on Friday the sixth, and I am honored that your dear mother trusts you to my care. Please give my kindest regards to her. I will be ready when your car calls for me.*

*Very cordially yours,*

*Lucy Page*

SOCIAL LETTERS MADE EASY

---

*Dear Rosemary,*

*It was very charming of you and your mother to think of me for the evening of July sixth, but unfortunately I have planned to be away at that date so cannot have the pleasure of being with you.*

*Most cordially yours,*

*Lucy Page*

*Dear Mrs. Carey,*

*If the invitation list for your dance on Friday, August the ninth, is not quite filled may I ask for a card for a charming guest of mine, Christina Hall from Cleveland who is staying with me? She would enjoy the affair so much that I could not resist making the request but I hope you will not hesitate to refuse should you have your list quite filled.*

*Most sincerely yours,*

*Alice Douglass*

*Dear Miss Douglass,*

*It would be a great pleasure to have your guest with us on Friday evening but I fear that the list is already over large since more than the usual number of acceptances have arrived. I*

SOCIAL LETTERS MADE EASY

---

*regret so much that I did not know earlier of her arrival before all the invitations were sent out.*

*Most sincerely yours,*

*Beulab Carey*

*Dear Miss Douglass,*

*It will be an added pleasure to have you bring your guest on Friday evening. A card will be sent to her to-morrow and we shall look for you both on Friday.*

*Cordially yours,*

*Beulab Carey*

## CHAPTER III

### *ENGAGEMENTS AND WEDDINGS*

THE betrothal and subsequent marriage play such an important part in every life that a separate chapter has been devoted to the various notes and letters required by these occasions, especially when the wedding takes place at home.

In this country there are no formal announcements or invitations connected with a betrothal except a formal luncheon or afternoon reception given to announce the engagement and these will be found in the second chapter under the appropriate headings. Many informal letters and notes must be written and there is a slight shading of formality even in informal notes, for although all are written in the first person there is a difference between the note that commences with "Mr. Greene and I will be most happy

## SOCIAL LETTERS MADE EASY

---

if you and Mr. —— will dine with us” and the breezy ones which open with “Will you come to dine with us.”

When the engagement is announced the mother of the bridegroom and his sisters should call on the bride to be and her mother. If they are not residents of the same town, his mother should write a cordial note to the bride welcoming her into the family. If his mother is dead, the father should write or have the eldest daughter write in his name, saying that they rejoice in the future happiness sure to be theirs and that they are looking forward to meeting her. And the bride replies in the most cordial way since these first impressions are so important.

### A LETTER TO THE FIANCÉE

If the young lady is unknown to the mother she commences, “*My dear Miss.*”

*My dear Rosalie,*

*My son has just told me that you have consented to be his wife and I am sharing his happiness with him and looking forward to expressing*

SOCIAL LETTERS MADE EASY

*it in person very soon. It will be so delightful to have a charming new daughter and I hope we may have many happy talks together about my dear boy and your sweet self. Will you express my sincerest regards to your mother and say that I hope to have the pleasure of calling upon her very soon?*

*Very cordially yours,  
Marion Enderby*

*Date*

*Address*

*My dear Mrs. Enderby,*

*Thank you so very much for so charming a letter of welcome and I already feel just a little at home with Ralph's mother for he has told me such beautiful things about you and I love you for his dear sake. My mother and I are looking forward to seeing you and may we suggest a cup of tea just between ourselves on — at five o'clock?*

*Very faithfully yours,  
Rosalie Maxwell*

*Date*

*Address*



## SOCIAL LETTERS MADE EASY

---

### LETTER TO FIANCÉE RESIDING IN ANOTHER TOWN

*Dear Rosalie,*

*My boy tells me that you have promised to make him the happiest of mankind by marrying him and I too am happy to have such a sweet new daughter. His father and sisters wish me to give you their love and many wishes for your future happiness and to say that we all welcome you most heartily into the family. Can you not give us the pleasure of seeing you over the week-end from Friday the fifth until Monday the eighth, so that we may have the pleasure of knowing you? Our kindest regards to your parents and every good wish for yourself.*

*Affectionately yours,*

*Date*

*Marion Enderby*

*Address*

*My dear Mrs. Enderby,*

*Thank you so very much for your sweet note of welcome which has added to my happiness already so wonderful and transcendent. Ralph is certainly my fairy prince of dreams come true and I shall strive always to be his fairy princess and true love. It will be a most*

## SOCIAL LETTERS MADE EASY

---

*delightful pleasure to pass the week-end with you from Friday the fifth until Monday the eighth and meet Ralph's dear family. With warmest regards from all the family to you and yours.*

*Affectionately yours,*

*Date*

*Rosalie Maxwell*

*Address*

If residents of the same town, the call by the bridegroom's family is returned by the bride and her mother, which is followed by an invitation to dinner from the bridegroom's family and this compliment is responded to by an invitation from her family to his. This gives the two families an opportunity to meet and also to see the young couple together.

If not residents of the same town the bridegroom's mother invites her to visit them for a week end or longer according to the distance to be traveled and the circumstances in the home, and either gives a dinner for the young lady where she may meet the other relatives, or an afternoon reception or perhaps a dance. On the invitations if formal would be written "To meet Miss \_\_\_\_."

SOCIAL LETTERS MADE EASY

---

*My dear Mrs. Maxwell,*

*Will you and Mr. Maxwell and my charming future daughter give us the pleasure of your company at dinner on Thursday, May the sixth at seven o'clock? We are asking a few intimate friends and relatives for this auspicious occasion and hope that no earlier engagement will prevent our meeting. With kindest regards.*

*Very cordially yours,*

*Marion Enderby*

*My dear Mrs. Enderby,*

*Mr. Maxwell, Rosalie and I accept with much pleasure your very kind invitation for dinner on Thursday, May the sixth at seven o'clock. It is a happy occasion to which we are all looking forward. Mr. Maxwell joins me in sending our sincerest regards.*

*Yours most cordially,*

*Eleanor Maxwell*

*My dear Mrs. Enderby,*

*It is with much regret that I learn that a week end has already been arranged for Wash-*

## SOCIAL LETTERS MADE EASY

---

*ington where Mr. Maxwell has important affairs, so that we will be unable to accept your most kind invitation for Thursday, May the sixth. Rosalie joins me in expressing regrets and we hope on our return that you and your family will give us the pleasure of your company some evening.*

*Very cordially yours,  
Eleanor Maxwell*

If possible it would be better in the letter just given to mention a definite day for the return invitation but where business affairs are the principal regulator of the time it may be wiser to be indefinite rather than later postpone the date of the dinner.

*Dear Mrs. Maxwell,*

*Will you and your family give us the pleasure of your company at dinner on Thursday, May the sixth at seven o'clock, so that the two families so soon to be united through our dear children may have the happiness of meeting and planning for their future.*

*Most cordially yours,  
Marion Enderby*

## SOCIAL LETTERS MADE EASY

---

In following the outline of the letter above a little discrimination should be used in regard to the social standing and prominence of the two families. It is very charming if sent by one of equal standing or even greater prominence but hardly desirable if the hostess has not quite the social prestige of the one invited because of the phrase "uniting the two families."

*Dear Mrs. Enderby,*

*For many years I have not been sufficiently strong to leave my home for any length of time so that my husband and dear Rosalie will have to represent me at your dinner on Thursday, May the sixth at seven o'clock. Will you come for a quiet luncheon with me on Monday the tenth, at half after one o'clock so that we may talk of the future of our dear children? Can I say more than that we are happy to trust the happiness of our dearest child to your dear son who has so charmed us with his thoughtful, tender ways?*

*Yours most cordially,*

*Eleanor Maxwell*

## SOCIAL LETTERS MADE EASY

---

The announcement of the engagement is always made by the bride's family and the bridegroom may not tell any one except his family and most intimate friends until her family desire to give the information to the world. The families write to the nearest relatives, telling of the engagement and the young couple also write to those dear to them as relatives and friends.

*Dear Aunt Faith,*

*George and I wish you to be among the first to hear of our dear Rosalie's betrothal to Ralph Enderby, the son of Mr. and Mrs. Roger Enderby of the Cross-Roads, Clifton, Ohio. He is a very charming and estimable young man and we are very happy that he and Rosalie love each other. The marriage is to take place a little later and we are looking forward to seeing you then. With fondest regards from us all.*

*Affectionately yours,*

*Eleanor Maxwell*

*Date*

*Address*

SOCIAL LETTERS MADE EASY

---

*Dear Eleanor,*

*It is very acceptable news that the dear child has found a young man who is pleasing to her parents and so must be to her relatives who love her devotedly. He comes of a fine family and they have my every wish for a future of great happiness. Tell her if she makes as sweet a wife as her mother he will be a very happy husband. With love to you and yours.*

*Affectionately yours,*

*Date*

*Faith Adams*

*Address*

*Dear Estelle,*

*You are one of the first to hear of my happiness! Can you guess what it is? I am engaged to Ralph Enderby and we are to be married in a few months, and are both so happy that we wish to make all the world gay and joyous. He is so wonderfully true and tender and thoughtful for me, just my ideal. Do come to see me very soon and hear more of this wonderful affair.*

*Lovingly yours,*

*Date*

*Rosalie*

*Address*

## SOCIAL LETTERS MADE EASY

---

*Dear Rosalie,*

*Such thrilling news—and yet not entirely unexpected if I may confess it. You both looked so radiantly happy the other evening that we all envied you and suspected that a little bird might tell us something. You know you have my most affectionate and deepest wishes for your happiness together.*

*Lovingly yours,*

*Estelle*

An informal invitation to a luncheon at which an engagement is to be announced with its answer will be found under informal luncheon invitations in Chapter II.

*Dear Uncle Jonathan,*

*May I have your good wishes on my approaching marriage to Miss Rosalie Maxwell, daughter of Mr. and Mrs. George Maxwell of New York? She is so sweet and lovely that I am sure you will welcome her as another dear niece and we hope to see you on our wedding day, which is to be soon, but the date is not quite definite as yet. With sincerest regards, dear Uncle,*

*Faithfully your nephew,*

*Ralph Enderby*



## SOCIAL LETTERS MADE EASY

---

*My dear Nephew Ralph,*

*Your very good news arrived this morning and I hasten at once to tell you how agreeable it is and how glad your old uncle is that you have found a charming little girl for your future wife. I shall surely be present for the occasion and tell her to save a kiss for the new uncle.*

*Affectionately yours,*

*Jonathan White*

*Dear Ned,*

*Wish me joy! I am engaged to the dearest, sweetest and loveliest of little girls, Rosalie Maxwell, and can hardly wait for the day when she will be my little wife. Do come around soon with a willing ear to hear of her virtues and charms.*

*Your happy old friend,*

*Ralph*

When an engagement is announced intimate friends often send flowers and articles for the tea table such as cups and saucers, a small vase or a tea caddy. In acknowledgment the fiancée sends brief notes of thanks.

## SOCIAL LETTERS MADE EASY

---

*Dear Estelle,*

*How sweet of you to send me that darling cup and saucer as a souvenir of my engagement. Many loving thoughts of you will be sipped with the tea and serve to sweeten it.*

*Lovingly yours,*

*Rosalie*

### WEDDING NOTES

With the approaching marriage various entertainments arise which call for the informal note rather than the more formal type. When the date of the wedding and its form — a church or home affair — have been decided the first letters are requests to friends to act as ushers, bridesmaids and maids of honor.

*Dear Lucia,*

*As an additional happiness on my wedding day, Wednesday, April the seventh, will you act as my maid of honor and take loving care of me until I am given to Ralph at the altar? Will you come in as soon as possible that we may discuss all the details of the ceremony, and also decide on the colors, and styles of gowns and*

SOCIAL LETTERS MADE EASY

---

*bats for I want you and my pretty bridesmaids to have what is most becoming and charming.*

*Affectionately yours,*

*Rosalie*

*Dearest Girl,*

*It is such an honor and happiness to be your maid of honor that I accept the distinction with delight and will come in at any hour you suggest for chat about the plans and frills. You know that you have my most loving wishes for your great happiness and that I shall endeavor to have everything go as smoothly as possible.*

*Lovingly yours,*

*Lucia*

*Dearest Rosalie,*

*It is a very great disappointment that I must write you that I cannot have the happiness and distinction of being your maid of honor, but Dr. — has ordered me out of town for weeks of absolute rest and I am desolated not even to be present when you are married. You know that I shall think of you with loving thoughts on your wedding day which I hope leads to years of great happiness.*

*Most lovingly yours,*

*Lucia*

## SOCIAL LETTERS MADE EASY

---

This form of regret may also be used with some changes by a bridesmaid.

*Dear Madeleine,*

*Will you with some of the other dear girls join in my happiness on my wedding day, Wednesday, April the seventh and act as bridesmaid for me? It will make me so happy to be surrounded by the smiling faces of my dear friends on that wonderful day. Will you come to tea on the — at — o'clock and discuss details and frills?*

*Lovingly yours,*

*Rosalie*

*Dear Rosalie,*

*It will be a delightful pleasure to act as your bridesmaid and I will come to tea on — at — o'clock as you suggest. I am so eager to see you and wish you all kinds of happiness and good luck, and if I can assist you in any way with plans or details of shopping it will be a charming privilege.*

*Very affectionately yours,*

*Madeliene*

## SOCIAL LETTERS MADE EASY

---

*Dear Ned,*

*Will you add to the joyous occasion of my marriage to sweet Rosalie on Wednesday, April the seventh, by acting as my best man, your chief duty being to attend to my good behavior which I am too happy to consider. Come in to dinner to-morrow night at seven if possible and we will discuss details and make plans for the great event. Bless you old friend and standby.*

*Ralph*

*Dear old Ralph,*

*You can count on me to watch you with an eagle eye so that your behavior may be scrupulously correct and befitting the future husband of so charming a girl as sweet Rosalie. I will come in to dine as you suggest to-morrow night at seven and arrange all the important details. You know your happiness is mine.*

*Faithfully yours,*

*Ned*

*Dear Kenneth,*

*Will you add to the happiest day of my life by acting as usber at my marriage to Miss Rosalie Maxwell on Wednesday, April the seventh, and take care of all the lovely ladies so that each one has the best possible view of the*

SOCIAL LETTERS MADE EASY

---

*charming bride? Telephone to Ned Demming who is to act as best man and who will arrange a time when we can meet to plan the final arrangements.*

*Sincerely yours,*

*Ralph Enderby*

The next personal notes are the invitations to a luncheon for the bride's attendants, usually given by her mother and to which engraved luncheon invitations may be used, but the informal note is preferred unless a very large affair with many attendants.

*Dear Helen,*

*Will you come with the maid of honor and the other bridesmaids for our farewell luncheon before the blissful day at half after one o'clock on Tuesday, April the sixth? It will seem like a circle of happiness to have you all around me then.*

*Yours lovingly,*

*Rosalie*

*Dear Rosalie,*

*We will gather around you for our last girlhood goodbye on Tuesday the sixth at half after one o'clock and if our loving wishes come true you will be the most joyous bride the sun ever shone on. Dearest love to you from*

*Helen*

SOCIAL LETTERS MADE EASY

---

*Dear Kenneth,*

*Will you come with Ned Demming and the other ushers for a last farewell supper to bachelor days on Tuesday the sixth at seven o'clock?*

*Yours sincerely,*

*Ralph Enderby*

Invitations for luncheons to the bride and dinners to the bride and bridegroom, given by their friends, do not vary from the formal invitations given in the second chapter and often an intimate friend gives a tea or what is popularly known as "a shower," for the bride.

The invitations may be notes of a few lines or the visiting card with the date and hour in the lower left-hand corner and the words "Shower for Miss Maxwell." Sometimes even the type of shower is indicated such as "Linen shower" and of course only her near and dear friends are invited. These invitations always require an answer so that the hostess may prepare. The card to the bride of course does not mention the shower and she is invited for a later hour than the other guests.

## SOCIAL LETTERS MADE EASY

---

*Dear Miss Millburn,*

*Thank you so much for offering me the opportunity to share in the linen shower for our dear Rosalie on Thursday, April the second. I will arrive at four o'clock with my gift and am looking forward to a most delightful afternoon.*

*Most cordially yours,*

*Dear Louise,*

*You can imagine better than I can express my disappointment at not being present at the linen shower you have arranged for dear Rosalie but I am to be away from town at that time. Will you, however, let me join in it a little and send my gift for her to arrive by mail on that day?*

*Very cordially yours,*

*Louise Wentworth*

### WEDDING PRESENTS

The wedding presents are always sent to the bride, even if the sender is unknown to her. Occasionally the best man or some intimate man friend sends a gift to the bridegroom, something which may be designed especially for his use — but the more correct way is to address all gifts to her since his



## SOCIAL LETTERS MADE EASY

---

friends are supposed to desire to honor the girl of his choice. Even a gift of silver from his business associates should be sent to her and all markings of linen, or silverware should be in the initials of her maiden name.

Visiting cards are enclosed and sometimes carry wishes for the future happiness but more frequently are without any message.

Wedding presents are not sent to the extent of some years ago and an invitation only to a church wedding without a reception card enclosed, or an announcement of a wedding does not require a gift. And even an invitation to the church and reception is often accepted and, if neither the bride nor the bridegroom is well known to the recipient, no present is sent, but a wedding breakfast seems to require some gift however small and delicate.

If possible the bride should always acknowledge her presents before the wedding but if the gifts arrive late or are too numerous she may delay but should endeavor to send the thanks within ten days after. A book especially prepared for the recording of gifts, giving a space for the article, the sender, the date received, and when acknowledged, will

SOCIAL LETTERS MADE EASY

---

prove most useful and afterwards may be used as an inventory.

*My dear Mrs. Gray,*

*It was so charming of you to think of me and in such a lovely way. Your gift of —— has been greatly admired and I shall treasure it not only for its beauty but for remembrance of the sender.*

*Very cordially yours,*

*Rosalie Maxwell*

*Dear Aunt Faith,*

*What a lovely corpulent check you sent your lovely little niece for a wedding present. Ralph and I thank you so very much and expect to spend many happy hours planning what to purchase with it before we actually spend it. With fondest love,*

*Rosalie*

*Dear Mr. Tuttle,*

*Your charming gift has just arrived and it is made more precious by the fact that a friend so far away should so thoughtfully send it. It will hold the first blossoms on my first breakfast table in my new home and my husband and I will look forward to your early return.*

*Very sincerely yours,*

*Rosalie Maxwell.*

## SOCIAL LETTERS MADE EASY

---

If not yet married she refers to her husband by his first name or as Mr. — according to the degree of friendship with the sender.

*My dear Mrs. Sand,*

*Thank you so very much for the beautiful gift which arrived yesterday from you and Mr. Sand. Ralph has spoken of you very often to me and I hope when we are in our new home I may be included in the friendship which exists between you.*

*Very cordially yours,*

*Rosalie Maxwell*

## WEDDING TELEGRAMS

As the wedding presents arrive the telegrams of congratulation also come with loving messages from all parts of the world. The telegrams are supposed to be received the day of the wedding but may be sent a little in advance since there are sometimes many delays in transmitting. It may be well to note that only the bridegroom is to be congratulated while one wishes the bride much happiness. However the telegram which sends congratulations to both is permissible.

## SOCIAL LETTERS MADE EASY

---

*“Congratulations and best wishes for your future happiness.”*

*“Heartiest congratulations. May all your days be as happy as this one.”*

*“To the bride and groom — love and best wishes from an old friend.”*

*“God bless you both. We rejoice in your happiness.”*

*“We greatly regret that we cannot be with you to-day. Congratulations and best wishes.”*

*“We all join in hearty congratulations and best wishes.”* (This may be sent from business associates.)

*“Every happiness be yours dear — on this your wedding day.”* (Appropriate for bride.)

A long telegram such as a night letter may be sent by intimate friends or some relative who cannot be present at the ceremony, but the shorter, more simple forms are more often used.

### FORMAL WEDDINGS

The formal wedding invitations are always engraved and in the third person, and will not be given entirely, but only some ways of

## SOCIAL LETTERS MADE EASY

---

expressing certain individual matters. Any excellent stationery shop or firm of jewelers, since they now make such a point of fine engraving, should be able to issue correctly engraved invitations with all the necessary cards for enclosing, such as a pew card if a large wedding in town, train cards for out of town weddings, at home cards, cards for the reception or breakfast following the ceremony. On many of these invitations the phrase "The favor of an answer is requested" is used. These formal invitations are issued in the name of the parents of the bride; of her father if a widower; of her sister or brother if an orphan; and if the brother or sister be married, in the name of husband and wife. Any relative may issue the wedding invitation when the parents are not living, and it is so designated in the invitation or announcement, as "their sister," "her or his niece." If the mother has married the second time the invitation is issued in the name of herself and second husband and may use the words "her daughter;" but the relationship is usually given more definitely as "at the marriage of Mrs. ——'s daughter," or changed if it is

## SOCIAL LETTERS MADE EASY

---

“his daughter” and the second wife joins in issuing the invitation.

Formal invitations to a church wedding are simply acknowledged by sending a card to the bride’s mother or calling on her later, and if a card is enclosed giving the young couple’s future address, which by the way may carry no name since they are not yet married, a call is made on the bride. If an invitation to a reception or breakfast is enclosed it calls for a formal reply in the third person.

*Mr. and Mrs. Hamilton Audley  
regret that they cannot accept  
Mr. and Mrs. William Sloane’s  
kind invitation to be present  
at the marriage of their daughter  
Elizabeth Kay  
and  
Mr. George Henry Haworth  
on Wednesday, April the ninth  
and afterwards at the wedding breakfast.*

If the bridegroom has a rank below Captain, he is referred to as *Mr.* — — and on the line below, Lieutenant in United States Navy.

## SOCIAL LETTERS MADE EASY

---

Frequently engraved invitations are sent out for a church wedding, and only to those they desire to have present in the home for a small reception or breakfast are enclosed cards for that affair. Very often no cards are issued if the affair be very small and only informal invitations are sent to the few desired guests.

A very large wedding at home out of town has engraved invitations issued, the only difference from the church wedding form being that the "pleasure of ——'s company is requested" instead of saying "the honour" using the English spelling of the word. To recall formal invitations because of illness or death an engraved card is used.

*Mr. and Mrs. James Martin Hoyt  
regret that owing to illness in  
the family they are obliged  
to withdraw the invitations to  
the marriage of their daughter  
Emily  
and  
Mr. Oswald Harriman  
The marriage will take place quietly  
on February the fifteenth.*

## SOCIAL LETTERS MADE EASY

---

### INFORMAL WEDDINGS

Informal invitations to a wedding are written in the first person and issued in the name of the mother of the bride, or whoever she lives with.

If the father is a widower the notes may be written in his name by an elder sister. There are occasions when the bride may informally ask a few friends to be present when she is an orphan and has no near living relative but this is rarely done and in such cases announcement cards are usually sent.

The envelope is addressed to the wife but the husband is included in the invitation. In writing to a widow the daughters may be included in the invitation, and where there are several daughters in a family the informal invitation is addressed to the eldest asking her to extend the invitation to her sisters. The bachelors of the family always receive separate invitations and should answer them personally. In all the other cases the one to whom the invitation is addressed may reply for those included.

Often the task of writing the invitations



SOCIAL LETTERS MADE EASY

---

proves to be too much of a strain on the mother with all the other details to attend to, so someone whose handwriting resembles hers is asked to assist, or the whole matter is turned over to a social secretary and the mother only signs her name.

*My dear Mrs. Caldwell,*

*It will give my husband and me much pleasure if you and Mr. Caldwell will be present at the marriage of our daughter Jessica to Mr. Charles Romaine on Thursday the twenty-fourth of June at four o'clock.*

*We are asking only a few friends and hope to welcome you and Mr. Caldwell among them.*

*Cordially yours,*

*Mary Fuller*

*Dear Mrs. Fuller,*

*Mr. Caldwell and I will be most happy to be present at the marriage of your daughter Jessica and Mr. Charles Romaine on Thursday the twenty-fourth of June at four o'clock. Please extend our sincerest wishes for great happiness to your charming daughter.*

*Very cordially yours,*

*Cornelia Caldwell*

SOCIAL LETTERS MADE EASY

---

*Dear Miss Chandler,*

*My daughter Mildred is to be married to Mr. John James Milburn on Tuesday the fourth of April at twelve o'clock and it will give us much pleasure if you will be present.*

*Yours sincerely,*

*Charlotte Kennedy*

The above note is from a widow.

*Dear Mrs. Kennedy,*

*It is with much regret that I write you of my absence from town the week of June third so I shall not have the pleasure of seeing your sweet daughter on her wedding day. With warmest regards and best wishes for her future happiness.*

*Very cordially yours,*

*Florence Chandler*

Unless the list of friends and relatives is a small one and all are included in the informal invitations, announcement cards are mailed after the ceremony but not an instant before. With these may be enclosed cards with the name of the newly wed couple and their new address as they are already married when the

## SOCIAL LETTERS MADE EASY

---

announcements go forth. On her return the bride may send out the cards reading "*Mr. and Mrs. — — —*" with the address of the new home and the days at home, but these are always preceded by wedding invitations or announcements.

Often when a quiet wedding is desired, on the bride's return from the honeymoon her parents give a large reception for the young husband and wife and that card is sometimes enclosed with the announcement. The bridegroom's parents often give a reception for them on their return, especially if the bride is a resident of another town. The form for this will be found under the heading of "Evening Receptions" in the second chapter.

On receipt of announcements, visiting cards are mailed to those announcing the marriage if the address is known and also to the newly married couple if their new address is enclosed.

## CHAPTER IV

### *LETTERS OF HOSPITALITY*

FOR grown up people an invitation to a house party is almost like the season of Christmas to the children — there is the same cheery informal atmosphere in the air and always new surprises resembling Christmas gifts and such jolly playmates. An invitation to be one of a house party is a great compliment since only a limited number of friends from the social list may be entertained during the summer and holidays, and the selection bespeaks a sense of congenial fellowship with all the world.

The wise hostess makes a careful statement in her invitation of hours of trains, of the day of arrival and departure and also gives an idea of the entertainment provided for the visitor that the correct type of clothes may be selected for the visit.

At an inland sporting colony where the Country Club life plays an important part

## SOCIAL LETTERS MADE EASY

---

one needs an entirely different style of costume from a seaside place where all is free and informal. Country house note paper carries much of the information necessary such as name of station, telegraph and postoffice if varying from the address of the country house, but often this may be supplemented by time-tables and some helpful advice as to trains and routes.

The words house party are never mentioned in the letter but the words "week-end" or "a few days" are used. It is also thoughtful to mention some of the other guests expected if already known to the prospective guest. All invitations to house parties should be answered most promptly so that if unable to enjoy the offered hospitality it may be extended to some other more fortunate guest.

*Dear Adelaide,*

*We are planning to have some friends with us over the Fourth and hope that you can be with us from Thursday the first to Tuesday the sixth. Mary and Charlotte Bonstell and their brother, the Hallowells and several other friends have promised to come and we need you to make our pleasure quite complete. The coun-*

## SOCIAL LETTERS MADE EASY

---

*try is most lovely now and will be very gay over the holiday, so bring some evening frocks for the Country Club Dances and sport clothes for the Golf Links, with a warm coat for motoring as we often drive late in the evening.*

*We are looking forward to a very joyous time and are very keen to have you enjoy it with us. The train leaving the Grand Central at — o'clock we find the best of the expresses, but will send the car to meet any train you prefer at the station of Hillcrest.*

*Affectionately yours,*

*Candace Endicutt.*

*June the twenty-fifth.*

*Fair Oaks, Chesterton.*

*Post Office — Crestbill, New York.*

If the note paper does not carry the required information the post office address should be given to avoid any confusion.

*Dear Candace,*

*The Fates are smiling on me when such a charming invitation arrives from you and I am most happy to accept. It will be also a pleasure to renew my acquaintance (friendship) with the Bonstells and Hallowells.*

SOCIAL LETTERS MADE EASY

---

*Thank you very much for your helpful suggestions about the train, and I will arrive on the train leaving the Grand Central at — o'clock on Thursday the first and also bring my golf clubs and frocks for the occasions you so thoughtfully mentioned.*

*Lovingly yours,*  
*Adelaide Colton*  
Date  
Address

*My dear Mrs. Kemble,*

*Will you and Mr. Kemble give us the pleasure of having you with us for the week-end, from Friday the tenth to Monday the thirteenth?*

*My husband can promise some excellent golf to Mr. Kemble and you will find the gardens and Country Club most delightful.*

*If you come out on the train leaving the — — at — — on Friday Mr. Kemble will drive you over in the car and see you back in town safely on the morning express on Monday. I am enclosing a time table and should you find some other train more convenient will send the car to meet any train you may designate. With warmest regards this cool summer day.*

*Very cordially yours,*  
*Candace Endicutt*  
Date  
Address

## SOCIAL LETTERS MADE EASY

---

*My dear Mrs. Endicutt,*

*With much regret I find that on the date you mention we shall be tossing about on the briny deep on our way to Europe. We would so keenly have enjoyed your delightful hospitality that I am hoping you will think of us again for this pleasure, perhaps after our return late in August.*

*Most cordially yours,*

*Date*

*Sylvia Kemble*

*Address*

*Dear Brian,*

*Some very charming girls are coming this week to keep Betty company as she misses her school friends sadly, and will you come out on Friday the fifteenth for the week-end? There will be plenty of sport for the Country Club is near and the fishing and boating most excellent. I am enclosing a time table and the car will meet you at the station, but if you can arrange for early Friday afternoon you can come out with Mr. Endicutt and Tom on the — express.*

*Sincerely yours,*

*Date*

*Candace Endicutt*

*Address*



## SOCIAL LETTERS MADE EASY

---

*Dear Mrs. Endicutt,*

*Most delighted to be with you this week end, and it is very kind of you to think of me. I will arrange to come out with Mr. Endicutt and Tom on the — express on Friday. Please give my regards to Betty and her pretty friends.*

*Yours most sincerely,*

*Brian Hall*

Notes of thanks, often called "Bread and butter" letters cannot be too cordial nor follow too quickly after one's return to town. There are some who think that a week end is so brief that no letter of appreciation is required but that is a mistake and anyone who, after only a day in the country with friends, writes a word of appreciation for the charming hospitality offered, has added another link in the chain of friendship.

Where the guest is a young girl and there exists the slightest anxiety over her safe arrival it is most thoughtful to send a telegram on her arrival saying that the journey has been safely and pleasantly made and the letter of thanks may follow a few days later. All letters should be addressed to the hostess

## SOCIAL LETTERS MADE EASY

---

even though the invitation came through the friendship of the husband. No woman should ever accept the invitation from a man until confirmed by one from his wife, or mother if he is unmarried.

*Dear Mrs. Endicutt,*

*What a truly royal time you gave me these last few days. It will always be one of my happiest memories and words fail to express how jolly every moment was when with you. Please give my love to Betty and the pretty girls and with warmest regards to you and Mr. Endicutt,*

*Yours most sincerely,*

*Date*

*Brian Hall*

*Address*

*Dear Mrs. Endicutt,*

*My sister and I cannot find charming enough words to describe your wonderful hospitality where everything was so arranged that a new pleasure appeared every moment. Any guest of yours is much to be envied and we count ourselves happy at having been invited to share the loveliness of your beautiful home.*

SOCIAL LETTERS MADE EASY

---

*Will you please express our thanks again to Mr. Endicutt for the thoughtful way in which he attended to the rechecking of our luggage and installed us in the local train. With warmest regards to<sup>3</sup> all, not forgetting your lovely pet Minnette.*

*Louise Hallowell*

*Date*

*Address*

*Dear Candace,*

*Six o'clock last night found me home with the pleasantest memories of happy days passed with you in your lovely country place. It was so sweet of you to have that delicious basket luncheon prepared for me, which combined with magazines and papers so thoughtfully given me by Mr. Endicutt helped to shorten an otherwise rather tiresome journey.*

*I am sending you a new book just out by the author we both enjoy so much and hope it pleases you as much as the others.*

*My love to you and yours.*

*Affectionately yours,*

*Date*

*Adelaide Colton*

*Address*

SOCIAL LETTERS MADE EASY

---

*Dear Mrs. Endicutt,*

*Visions of your charming home and delightful garden are before me as I write to thank you for the pleasure my husband and I enjoyed while with you these last few days. The moments passed all too quickly with such delightful companionship, and we are looking forward to having you with us later in the season when we return from the mountains.*

*My husband joins me in kindest regards to you and Mr. Endicutt.*

*Most cordially yours,*

*Martha Conways*

## CHAPTER V

### *BIRTHS AND CHRISTENINGS*

**W**HEN the baby arrives the proud young mother sends announcements to all her friends in the form of tiny notes of blue if a boy and rose if a girl. These small announcements may be purchased with the necessary wording done in a deeper tone and the spaces for the day, names, and other information left to be filled in after the birth. These little announcements also make attractive gifts to the prospective mother.

Another method which is even smarter is to enclose a tiny card with the baby's name engraved on it, attached to the mother's visiting card by a little bow of blue or pink.

Notes of congratulation and felicitation should be sent promptly after receiving the announcement of a birth and may be fol-

## SOCIAL LETTERS MADE EASY

---

lowed by a call of inquiry. The announcement in the daily paper is sufficient for a friend to write a charming note or leave her visiting card with "To inquire" in the upper left hand corner, since many do not announce the arrival of the youngster other than by the newspaper. One may also call before the arrival if an intimate friend, leaving the same card of inquiry, and inquiring from the maid as to the progress of affairs.

To these cards of inquiry the mother may reply with a few lines.

*Dear Mrs. Foote,*

*Thank you so much for your kind inquiries. Dear baby and I are very well and happy and hope to see you some day very soon.*

*Cordially yours,  
Gladys Wainwright*

*Dear Gladys,*

*What delightful news the little card conveyed — another adorable member in the Wainwright family! I am sure that it is the loveliest baby ever seen and that you are wonderfully happy.*

SOCIAL LETTERS MADE EASY

---

*Do let me know when I can come for a few moments to see you and the little newcomer.*

*With love to you and yours,*

*Frances Marcy*

*Dear Frances,*

*Thank you so much for the lovely little gift which now adorns my small daughter, still very small, and as she grows the gift will grow in value to her as she better knows the sweet sender. Of course I cannot think of a greater compliment than to ask you in to see the new baby at four o'clock on Tuesday. Do come!*

*Lovingly yours,*

*Gladys*

Engraved cards are sometimes sent out for a christening — especially if it is the first child, and informal notes are sent to those friends and relatives asked to stand sponsor as required by the Episcopal Church.

*Mr. and Mrs. Peter Wainwright  
request the pleasure of your company  
at the christening of their son  
on Wednesday, April the third  
at four o'clock  
Twenty-two South Street.*

SOCIAL LETTERS MADE EASY

---

*Mr. and Mrs. John Martin  
accept with pleasure  
Mr. and Mrs. Peter Wainwright's  
kind invitation to be present at  
the christening of their son  
on Wednesday, April the third,  
at four o'clock  
Twenty-two South Street.*

" No name is given for the child on the invitation as it is not yet christened.

*Dear Mr. Cramer,*

*My husband and I would be so pleased if you would act as godfather to our little boy. Cousin Mary and Raymond are to be the other sponsors and we have arranged for the baptism at four o'clock on Wednesday, April the third at our home. We hope that you will be able to be present and be a loving friend to our little child.*

*Very cordially yours,*

*Gladys Wainwright*

*Dear Mrs. Wainwright,*

*I shall be most happy to act as godfather to your little boy on Wednesday, April the third at four o'clock and promise to include him in*



SOCIAL LETTERS MADE EASY

---

*the love and friendship I feel for his dear parents. With kindest regards to you both and an appreciation of the honor of your request.*

*Faithfully yours,*

*Warren Cramer*

*Dear Mary,*

*The baby is to be christened on Wednesday, April the third at four o'clock at our home and we would be so happy if you and Raymond will act as sponsors to the dear boy who is to be named after your husband — Raymond Palmer. We have asked my husband's life long friend, Mr. Cramer, to act as the other sponsor and feel that with you two he will be loved and guided by the wisest and best of friends*

*Lovingly yours,*

*Gladys Wainwright*

*Dear Gladys,*

*Raymond and I will be most happy and honored to act as sponsors to your dear little boy and will be with you on Wednesday, April the third at four o'clock. With deepest love to you and yours from us all.*

*Lovingly yours,*

*Mary Palmer*

## SOCIAL LETTERS MADE EASY

---

For a boy two masculine sponsors and one feminine are required and for a girl two feminine and one masculine sponsor. Those acting as sponsors give the child some memento of the occasion such as a silver cup, a handsome pin or locket.

Congratulatory telegrams from those at a distance add to the joy of the occasion and may be added to the baby's book with other mementoes of the occasion.

*"Love to the dear mother and her little son."*

*"We are all delighted to hear the good news.  
Hearty congratulations."*

*"To the dear mother and her little son love  
and every good wish."*

*"We are happy in your happiness. May  
the little life fulfill every dear wish of your heart."*

## CHAPTER VI

### LETTERS OF CHILDREN

**W**HILE small children should not be expected to copy the formality of their elders yet it is an excellent plan to train them early in the little points of social custom. This gives them ease and charm when with others and is a decided assistance to them during the awkward age when they are so self-conscious, sensitive to ridicule and easily confused, and careful home training reflects the attitude of the parents.

A very small youngster may write a few lines when giving a party and that effort will make her realize the necessity of a reply when she receives an invitation.

*Dear Betty,*

*Will you come to a dance on Friday, April  
the third, from four to six o'clock?*

*Lovingly yours,*

*Ten Crescent Street.*

*Rosy*

SOCIAL LETTERS MADE EASY

---

*Dear Rosy,*

*Thank you for asking me to your dance on Friday, April the third, from four to six o'clock. I will come with much pleasure.*

*Affectionately yours,*

*Betty*

*Two Park Avenue.*

Invitations for children should always be definite as to the hours of the affair that the parents may know when to send for them.

*Dear Jack,*

*My uncle is giving a picnic for me on Saturday the tenth, and I want you to come with us. We are all going over in the car to the Woodland Springs and he says to please tell your mother that we will take the best care of you and bring you home about five o'clock. Will you meet us here at ten o'clock that morning?*

*Sincerely yours,*

*Peggy Stone*

*Dear Peggy,*

*Thank you very much for asking me to your picnic but we are going away for ten days*

## SOCIAL LETTERS MADE EASY

---

*to the seashore. I hope you will have a jolly time and I will come to see you when we return.*

*Yours sincerely,*

*Jack Bryans*

*Dear Babbie,*

*Will your mother allow you to come to our country place at Woodhaven for a few days? My mother wishes me to say to your mother that she will take care of you in every way. If you come on the train leaving at — on Friday the second, we will meet you at the station and Father will take you in town on the train arriving at — on Monday morning. I do hope you can come.*

*Lovingly yours,*

*Margery*

When the child is small the mother may write to the mother of the little playmate, but it is wiser to have the child write a few lines, if only the words "Will you come for a few days? It will make me very happy," and the mother can write a fuller letter of details sent at the same time. A child feels more interest in the visit and feels more responsible for the happiness of the little guest.

## SOCIAL LETTERS MADE EASY

---

It is an excellent idea to have the child first make a copy of the letter and use her own words, and any corrections may be explained.

*Dear Margie,*

*Mother says that I may accept your kind invitation so I will arrive at — station on the — train on Friday. I am so happy to be with you and know it will be jolly.*

*Lovingly yours,*

*Babbie Fuller*

*Dearest Grandma,*

*Thank you a thousand times for the lovely Christmas dolly you asked Santa Claus to bring me. She is the sweetest dolly and I tell her how much I love you. We had a happy Christmas and we all send you much love.*

*Your loving little girl,*

*Babbie Fuller*

*Dear Uncle William,*

*Thank you more than "tongue can tell" for that sled. It is a whizzer and I hope you will come this winter and let me take you flying down hill. All the boys wish they had an uncle like mine. We all send love and hope that you are well.*

*Faithfully your nephew,*

*Little Bill*

## SOCIAL LETTERS MADE EASY

---

For the older children more formal invitations may be written and while it is always wise to follow the wording they will afterwards use in life many parents prefer a little change from the usual formality.

*Miss Catherine and Master Wallace Elford  
hope to have the pleasure of  
Miss Dorothy Burden's  
company at a dance  
on Friday October the thirtieth  
at seven o'clock.*

*Miss Dorothy Burden  
accepts with much pleasure  
Miss Catherine and Master Wallace Elford's  
kind invitation for a dance  
on Friday October the thirtieth  
at seven o'clock.*

*Miss Carolina King  
requests the pleasure of  
Mr. William Fuller's  
company at her birthday party  
on Monday, June the third  
at four o'clock.*

SOCIAL LETTERS MADE EASY

---

*Mr. William Fuller  
accepts with much pleasure  
Miss Carolina King's  
kind invitation to her birthday party  
on Monday June the third  
at four o'clock.*

There is always a doubt about mentioning that the entertainment is to celebrate a birthday as inclining toward a suggestion that one bring a gift, but it is done so often that an example is given here.



## CHAPTER VII

### LETTERS OF CONGRATULATION

**T**HERE is nothing which is more endearing to one's friends or adds more to the foundation of one's social standing than the note of congratulation or of good wishes on holidays and special occasions such as anniversaries and birthdays. It seems as though the friend participated a little in the joy of the day and one is reminded of the quotation "A word in season, how good it is."

As one grows older the birthday parties slip away with the years so that a loving letter at that time is more appreciated than at the holiday season when all are remembered.

*Dear Caroline,*

*May this be the beginning of your own particular new year which will be the brightest, best, and happiest of them all. Your past year has been so wonderful to all your friends who have lovingly watched your progress and we are happy*

## SOCIAL LETTERS MADE EASY

---

*to be in accord with one we not only love so fondly but admire so much. With loving wishes for every good gift that time can bring.*

*Affectionately yours,*

*Grace*

*Dear Grace,*

*Your loving words add to a day which as you say is the opening to my particular new year and it is just such charmingly expressed good wishes which encourage and help one over the rough spots. Thank you dear for your greeting.*

*Lovingly yours,*

*Caroline*

*Dear Tom,*

*Every good wish be yours on this your new birthday and may each succeeding year bring a rich harvest in response to all your earnest endeavors.*

*Faithfully yours,*

*Margaret*

*Dear Grandma,*

*To-day some pretty flowers will strive to tell you all the loving words I cannot say to you on your blessed birthday. Do you realize how much your dear presence means to all your children and your children's children and how lovingly we look forward to another birthday*

SOCIAL LETTERS MADE EASY

---

*for darling grandmother? God bless and keep you dearest one.*

*Lovingly yours,  
Cornelia Lear*

Birthday telegrams add a spice to life and make the recipient feel most important.

*“Best wishes for your birthday! May all your ways be pleasant ways and all your days be happy days.”*

*“Best wishes for a happy birthday and many prosperous coming years.”*

*“May love and joy fill your days and may they be many.”*

*“May your birthday mark the dawn of a year of happiness, health and good fortune.”*

*“Across the miles a greeting of good cheer to wish you a happy birthday and much good fortune.”*

*“We wish you many happy years blessed with health, success, and friendships dear, and filled with the best of life’s gifts.”*

*“May no sorrow trouble you, may love surround you, good fortune attend you and every birthday bring increasing happiness.”*

## SOCIAL LETTERS MADE EASY

---

The Christmas card has practically taken the place of the season's greeting in notes and as a rule no note of thanks is required. Of course when one knows that much time has been spent in the selection and that a note of thanks would greatly please it is a very charming thing to write a few kindly and affectionate words. When a friend sends a Christmas greeting one may return with a New Year's good wishes.

The charm of a Christmas gift is greatly enhanced by a few words of loving wishes and one of the most graceful was the folded card with monogram and address in gold and these few words.

*Dear Mrs. Nott and Isabel,  
May you have a happy Christmas,  
With our love and good wishes.*

*Grayce*

Christmas telegrams play a great part now, with members of the family scattered all over the globe, and the message seems more loving when it comes hot over the wire from San Francisco, Honolulu or Japan than if written many days in advance for postal delivery.

## SOCIAL LETTERS MADE EASY

---

*“Over the many miles which separate us we send you this message of love and affection with our best wishes for a Merry Christmas.”*

*“At this glad time our greetings speed toward you bearing sincerest wishes for your Christmas happiness.”*

*“Love and a Merry Christmas to you all.”*

*“A message of good cheer to greet my dear friend on Christmas Day and bringing wishes for great happiness.”*

*“May your Christmas be a merry one and the New Year full of gladness.”*

*“We are all thinking of you at this Christmas season and send you every good wish for health and happiness.”*

*“That your Christmas be a very happy one is the wish of your sincere friend.”*

After this season come the New Year's telegrams and messages which serve to open it with gladness. Telegrams need not be acknowledged but any thought of a friend should receive appreciation and the graceful word of thanks is never amiss.

When recovering from illness the messages

## SOCIAL LETTERS MADE EASY

---

from one's friends help to brighten many weary hours and many a long day of slow recovery is made more bearable by the thought that one's friends sympathize and do not forget.

*Dear Martin,*

*It was excellent news to hear that you were able to sit up and realize that you are all alive once more, although I suppose a bit weak and wobbly like a baby. How fortunate that you had such a splendid doctor, and the nurse I hear is most charming — lucky dog! And how wise you were to select the worst season in years for retiring from this noisy disgusting world. I cannot tell you how glad your convalescence has made your circle of friends feel, a circle which I have an idea is much more extended than you realize. And we are all waiting to welcome you back with open arms and drag you off to tennis and golf. With best wishes for a royal and speedy return on the road of health.*

*Yours faithfully,*

*Ted*

*Dear old Ted,*

*Your good wishes set me up at a great rate and beat any tonic out of sight. You can*

## SOCIAL LETTERS MADE EASY

---

*count on me for enjoying everytbing to the fullest extent when I once get back, especially the thoughtful friends like you.*

*Faithfully yours,  
Martin Conover*

*Dearest Marie,*

*Every time I meet a girl with a bappy smile I know that sbe is going to say "Did you know that Marie was feeling a little stronger?" and we are all so bappy over your recovery and every-one of us wants to do something for you, so do make us bappy by suggesting something. We just love your doctor and your nurse for the care they have taken of you. When you are able I will come in with the latest news for you and will tell you all the new fashions so you can plan your new frocks while recuperating.*

*Lovingly yours,  
Peggy*

*Dear little Peggy,*

*Thanks so much dear for your charming words of sympathy. They cheer and stimulate and make the long day seem shorter.*

*Lovingly yours,  
Marie*

## SOCIAL LETTERS MADE EASY

---

Letters of congratulations to the proud young mother will be found in the chapter on Births and Christenings.

*Dear Jeanne,*

*Heartiest congratulations upon your graduation and we are all very proud of our niece. Your aunt and I were very very sorry not to be with you to-day for we have watched your success with much enthusiasm and are deeply interested in your graduation exercises. We both send you our love and sincerest wishes for a life of happiness and great success. Go on as you have begun and there will be no goal too high for you to reach.*

*Lovingly yours,*

*Uncle John*

*Dear Uncle John,*

*Thank you and Aunt Jeanne so much for your congratulations and good wishes, and I shall try to live up to the high regard of my dear parents and you two. The little gold watch was such a delightful surprise and not only will always remind me of my loving uncle each time I see its tiny face, but serve to keep me in the right path of punctuality. I missed you very*



## SOCIAL LETTERS MADE EASY

---

*much at the exercises but am looking forward to seeing you very soon. With love to Aunt Jeanne and to you from*

*Your loving niece,*

*Jeanne Carroll*

Telegrams may also be sent with congratulations on graduation, or on success of any kind in sports or work.

*“May your Class Day be favored with sunny skies and your life be full of happiness and success.”*

*“We regret exceedingly that we cannot be with you to-day when you take your new honors. Sincerest congratulations.”*

*“We are thinking of you to-day. May your future be as successful as your school days.”*

Telegrams for weddings and congratulatory letters on engagements will be found in the chapter on Engagements and Weddings.

## CHAPTER VIII

### LETTERS OF CONDOLENCE

**A**NYONE who has been through the vale of sorrow caused by serious illness or death knows how much the letters of sympathy and condolence are appreciated. These loving notes show that one's friends sympathize with the sorrow and grief and that in sadness and suffering one is not forgotten by the world. The advent of cards of inquiry make a bright note in the sad day and letters from far away expressing love and understanding of the sorrows are most helpful as well as comforting.

These letters are the most difficult to write but if the writer will endeavor to say the kindest and most lovely things about the sick or deceased it will at once reach the heart. A young woman once said that of all the letters received at the death of her mother, the one which said that "she was a mother to be proud of" was the most comforting. It

## SOCIAL LETTERS MADE EASY

---

showed that the writer in realizing the beauty and loveliness of the mother also understood the wonderful companionship which she had enjoyed. The letters which dwell too much on the loss and anguish serve to deepen them in a mind only too well acquainted with that pain, whereas those letters which show the love and esteem in which the loved one was held, and bring out the wonder of having had such happy companionship with one so dear, change the thoughts to a less mournful view of the loss.

Visiting cards are frequently left at the house of mourning with the words "To inquire" or "With sympathetic inquiries" written in the upper left hand corner and these may later be acknowledged by a visiting card with mourning border with these words across the top: "With grateful appreciation of your kind sympathy." This also may be used to acknowledge notes of sympathy although the engraved card or a short note of a few lines is more appreciative, but often one is too weary after the last rites to do very much and, unless one possesses a secretary or some kind friend officiates, one may send the card.

SOCIAL LETTERS MADE EASY

---

*Dear Mrs. Marten,*

*You have my deepest sympathy and love.*

*Ever cordially yours,*

*Rose Duffield*

*Dear Mrs. Marten,*

*It is with great regret that we have learned of your bereavement, and our loving sympathy and thought are with you to-day. Will you accept our affectionate and sincerest condolence?*

*Yours most sincerely,*

*Margery Wolf*

*Dear Mrs. Marten,*

*May I assure you of my heartfelt sympathy? We all share your sorrow and fully appreciate the great loss that you have sustained. May I offer the consolation of the thought that it is wonderful to have known such close companionship with one so beautiful in character and so universally beloved.*

*Most sincerely yours,*

*Marion Enderby*

*Dear Mrs. Marten,*

*Your great bereavement keenly touches me also for I had the privilege of your husband's friendship for many years prior to your marriage. A nobler, more generous and honorable*

SOCIAL LETTERS MADE EASY

---

*man I have never known, nor one more widely esteemed in his social and business life. With profoundest sympathy I remain,*

*Most sincerely yours,*

*John Tuttle*

*Dear Miss Frost,*

*It greatly grieved me to hear of the passing on of your dear mother and we who knew her share in your loss. She was so wonderful in all her loving ways and thoughts that her good works commenced here will continue to grow and be a living monument to her virtues and beauty. If I can be of any assistance at this sad hour it will be considered a privilege to help you.*

*Faithfully yours,*

*Rosalie Maxwell*

*Dear Mr. Haswell, .*

*With greatest regret I have heard of your bereavement and cannot tell you how much I sympathize with you and your dear children. Your wife has been so universally loved and admired that she will be keenly missed in all her good works and for her lovely ways. With deepest sympathy for you and love to the little ones.*

*Very sincerely yours,*

*Candace Endicutt*

SOCIAL LETTERS MADE EASY

---

*Dear Grace,*

*May the One who comforts and sustains us all, be ever with you through this vale of tears. Your mother I am sure still fondly watches over you and loves you as tenderly, so do not grieve but bravely go on as she would have you do until the happy day when you shall meet again.*

*Lovingly yours,  
Faith Gray*

*Dear Faith,*

*Thank you, dear girl, for your comforting words, and I shall surely try to be brave and go on as she would wish me to do.*

*Lovingly yours,  
Grace*

*Dear Mrs. Maxwell,*

*Your kind words of sympathy from one who knew my dear mother so well have been very comforting and it is something of a solace to feel that her loving deeds will continue to live in the hearts of others.*

*Most sincerely yours,  
Muriel Frost*

## SOCIAL LETTERS MADE EASY

---

*Dear Mr. Tuttle,*

*Although your kind expression of sympathy has waited overlong for a reply, its words were very comforting and much appreciated, and you can realize somewhat the keenness of my loss. I am leaving town for some time but hope on my return that you will come in to see me.*

*Very sincerely yours,*

*Marion Marten*

*Dear Lillian,*

*Your kind letter of sympathy is deeply appreciated. It is most sustaining to know that my friends think of me at this sorrowful time and your words are very comforting.*

*Very sincerely yours,*

*Marion Marten*

There are various forms of engraved cards with black borders which are used to acknowledge letters of condolence and some are given below:

*Mr. and Mrs. George Gray Stuart  
gratefully acknowledge your  
kind thought and expression of sympathy.*

## SOCIAL LETTERS MADE EASY

---

*Mr. Martin Hoyt Stonewall  
and the members of his family  
acknowledge with grateful appreciation  
your expression of kindly sympathy.*

Telegrams from those at a distance take the place of the card of inquiry and make the bereaved one feel in close touch with the loving ones however distant.

*“My thoughts are with you in your sorrow.  
Am writing to assure you of my deepest  
sympathy.”*

*“My husband joins me in the expression of  
our deepest sympathy.”*

*“We share your sorrow for we have lost a  
dear friend. All love and sympathy to  
you and yours.”*

*“Our deep sympathy goes to you in your be-  
reavement. May the memory of the hon-  
orable life just ended sustain and comfort  
you.”*

*“We share your sorrow. May the memory  
of the happy years spent with her help  
you to bear your great sorrow.”*



## SOCIAL LETTERS MADE EASY

---

It is not amiss to write a note of sympathy to a friend whose pet has died since it has often been a devoted and constant companion and the loss is keenly felt. Perhaps more keenly that the sorrow is not always sympathized with nor understood.

*Dear Aunt Jane,*

*The sad news just arrived that your dear old Polly has passed on after her many years of cheery companionship and I sympathize with your loss. She was certainly excellent company, always with a hearty welcome for her friends and a lively curse for her enemies, and I shall also miss her. With much love for you, dear one,*

*Constance Coolidge*

*Dear Constance,*

*Thank you very much for your sweet note of sympathy, which was very consoling. You are one of the few who appreciate the quiet and loving companionship of our dear fur and feather friends, and so can understand the sorrow caused by their departure.*

*Affectionately yours,*

*Jane Demarest*

## SOCIAL LETTERS MADE EASY

---

*Dear Pearl,*

*To-day I hear that your sweet fluffy Minnette has passed on to the heaven where all good cats go and I sympathize with your loss extremely. She was such a charmingly quiet companion, always loving but not inclined to argue or seek to improve as most friends are tempted occasionally to do, and I too shall miss her sweet little ways when I come to see you. With love and tender sympathy.*

*Affectionately yours,*

*Violet Stone*

Invitations are sent to those in mourning for all large affairs and for regrets to an "At home" visiting cards are sent with the black border to arrive the day of the affair. Other formal affairs are formally regretted in the usual style but without giving any excuse since the mourning border supplies the reason.

Recall cards for any affair because of death are sent without any mourning border.

## CHAPTER IX

### *LETTERS OF INTRODUCTION*

**L**ETTERS of introduction to friends carry a social obligation with them and should be offered only for those friends whom one may vouch for in social and business integrity and only for those friends whom one knows intimately enough to ask the favor of entertaining the visitor. Of course where the person introduced is a notable that is sufficient since one is offering the friend an opportunity to put a social feather in her cap and also where the acquaintance is likely to afford much mutual pleasure. One may never ask for a letter but may mention that one is to be in such a town on such a date and the friend may offer the letter if she so desires.

Letters of introduction are never sealed but given in an envelope addressed to the future hostess. The recipient on arrival places his or her visiting card with the tem-

## SOCIAL LETTERS MADE EASY

---

porary address in that town in the envelope and mails it. A young man may leave the letter with his card at the house but should never ask for the lady.

In business relations it is sufficient to write on the personal card "To introduce Mr. ——" or often one writes on the back "Anything you can do for Mr. —— will be greatly appreciated by me" and signs it, but it is much better form to dictate a letter of a few lines to the secretary.

*Dear Mr. Green,*

*This letter will be presented to you by Mr. George Thomas, a young man who is a friend of our family and who has an interesting idea to explain to you. Anything you can do for him will be greatly appreciated by us.*

*Yours very truly,*

*Charles H. Thompson*

Or if the young man is unknown to the family one may commence with "Permit me to introduce to your favorable notice Mr. ——" and give some information regarding the young man, as to his college degree, experience and some reason why one busy man should ask another busy man to see him.

## SOCIAL LETTERS MADE EASY

---

No social obligation follows the introduction on a card or in a business letter, but if favorably impressed the young man may be taken to lunch at the club or some semi-public place.

*Dear Mrs. Gray,*

*It gives me the greatest pleasure to introduce to you my friend Mrs. Stuart Warren of Boston who is to be at the Hotel Preston for the month of July. I am sure you will find mutual enjoyment in each other's congenial society and any kindness you can show Mrs. Warren will be greatly appreciated by my husband and myself. With kindest regards to you and Mr. Gray.*

*Very cordially yours,*

*Juliette Gary*

The mention of her husband's name in the letter reveals that there may be also an important business connection between the families.

*Dear Mrs. Gary,*

*Thank you so much for the mutual pleasure you have given your charming friend Mrs. Stuart Warren and myself by your letter of introduction. We have formed a most congenial friendship and find her a great addition to our*

SOCIAL LETTERS MADE EASY

---

*circle here. We often speak of you and wish that you might be here to enjoy the fine salt air and excellent bathing. We should so enjoy having you with us if you ever come to this part of the world any more.*

*Very cordially yours,  
Nancy Gray*

It is always a thoughtful courtesy to thank any one for presenting friends and to say that the friends have been found charming, and quite necessary for the bearer of the letter of introduction if presenting it, to send a note of thanks and mention any hospitality extended.

*Dear Mrs. Gary,*

*Your friend Mrs. Edward Gray is most charming and lovely and has been very hospitable and kind to me. She has turned a rather sad and lonely summer since Mr. Warren is in Europe, into one of great pleasure and delightful companionship, and each day I appreciate your thoughtfulness in presenting me to your friend. With kindest regards and many sincere wishes that you may have a charming summer.*

*Most cordially yours,  
Bettina Warren*

SOCIAL LETTERS MADE EASY

---

*Dear Peggy,*

*I do so want to have you meet my friend Miss Ruth Barton of Philadelphia who will be staying with her mother at the Beach Hotel in your gay seaside town. She is charming and anything you can do to make life more enjoyable for them will very greatly please me. We are leaving for the mountains so shall not have the pleasure of seeing you this summer.*

*Affectionately yours,*

*Pauline Stratton*

It is evident from the wording of the note that Mrs. Stratton has not yet met the mother or it would have been addressed to her.

*Dear Pauline,*

*Thank you so much for giving me an opportunity to meet two such delightfully charming gentlewomen. I am charmed with both mother and daughter and am giving a tea for them in the garden. Do stop long enough in that rushing life of yours to write me how you are and how goes the world with you.*

*Affectionately yours,*

*Peggy Forsythe*

SOCIAL LETTERS MADE EASY

---

Dear Mrs. Stratton,

*Thank you so very much for giving me your "open sesame" to all the pleasures of delightful companions and charming scenes. Your little friend Miss Forsythe is so charming and so delightfully kind that dear Mother and I are having the happiest of summers. With kindest regards from us both.*

*Very cordially yours,*

*Ruth Barton*

Dear Mrs. Barton,

*My cousin Oscar Thomas is to be in Philadelphia this winter at the art school and I am very keen to have him enjoy the pleasure of meeting you and dear Ruth. My memories of last summer are so delightful that he is looking forward with much pleasure to knowing you. He dances like an angel, plays and paints a bit and is my very best cousin.*

*Very cordially yours,*

*Peggy Forsythe*

Dear Peggy,

*It will be a pleasure to meet any relative or friend of yours, and Ruth and I are looking forward to seeing him at tea on Sunday afternoon.*

*Very cordially yours,*

*Martha Barton*



## SOCIAL LETTERS MADE EASY

---

*Dear Louise,*

*This afternoon a most awkward dilemma arose when Mr. Gregory Stout asked me for a letter of introduction to you. As he and my husband have at present some business connections I could not refuse, so gave him a very brief note to you. He is apparently a very nice young chap, well liked, but I do not know him sufficiently to ask you to entertain him, so if your husband would be just a bit nice to him I shall feel relieved.*

*Lovingly yours,*

*Isabel*

This is a permissible note to send when a letter has been asked for on too short an acquaintance. The one to whom the letter was addressed may form her own conclusions and if pleasant, may invite the young man to her home, but her friend has no further responsibility.

## CHAPTER X

### CLUB AND OTHER LETTERS

CLUB life plays a very important part these days and it is necessary to reply to all club letters as with other social affairs, using the third person when the announcement is couched in those terms, and the informal first person when required. In answer to a formally engraved notice of membership the reply is as follows, unless some deviation in the announcement should be mentioned.

*Mrs. John Stanwood  
accepts with pleasure  
the honor conferred by the  
Committee on Elections  
to become a member of the  
Pen and Brush Club  
and begs to thank them for  
the courtesy offered.*

If the answer required is in the first person some formality should be retained, and the

SOCIAL LETTERS MADE EASY

---

note addresses to the person mentioned in the invitation.

*Mrs. Louis Montague  
Ten Park Avenue  
New York City*

*Dear Madam,*

*With much pleasure I accept the invitation to become a member of the Pen and Brush Club. Kindly extend to the Committee on Elections my appreciative thanks for the honor conferred.*

*Very truly yours,*

*Henriette Stanwood*

A resignation from a club is really an official notice and may be very concise and in either the formal third or first person.

*Mrs. John Stanwood  
begs to extend to the  
Board of Directors of the  
Pen and Brush Club  
her resignation as a member  
to take place from the  
date of writing.*

*Date*

## SOCIAL LETTERS MADE EASY

---

However if the relations with the club have been very friendly and it is a small affair one may write to the secretary, tendering the resignation and giving some reason such as residence in another town, too many demands for one to be able to attend to club duties, or leaving town for an indefinite period.

*Mrs. Louis Montague, Secretary  
Pen and Brush Club  
New York City*

*My dear Mrs. Montague,*

*After June the first I find that I shall be unable to retain my membership in the Pen and Brush Club as I am going on an extended tour in the far East. I shall carry with me very many pleasant memories of my connection with the club, and regret to leave the membership.*

*Very truly yours,*

*Date*

*Henriette Stanwood*

Making a complaint about anything at the club is not a pleasure but none the less remains a duty, and the letter should be addressed to the secretary.

SOCIAL LETTERS MADE EASY

---

*Mrs. Louis Montague, Secretary  
The Pen and Brush Club  
New York City*

*My dear Mrs. Montague,*

*It is with much regret that I make any complaint but I feel that it is only due the club as an individual to call your attention to the constant discourtesy shown visiting guests by the maid in attendance at the coat room. This has been brought to my attention more than once or I should hesitate to comment on one occasion.*

*Yours very truly,*

*Henriette Stanwood*

So many requests arrive to act as patroness and to give prestige or money to this or that charitable entertainment, that the answers find a place in this book.

*Mrs. Howard Endicutt  
Twenty Park Avenue  
New York City*

*My dear Mrs. Endicutt,*

*You will find my check enclosed for the six tickets sent for the benefit of the Animal Aid*

SOCIAL LETTERS MADE EASY

---

*Society. I shall be very glad to have you use my name as patroness at that time.*

*Very truly yours,*  
*Martba Bennett*

Date \_\_\_\_\_  
Address \_\_\_\_\_

*Mrs. Howard Endicutt*  
*Twenty Park Avenue*  
*New York City*

*My dear Mrs. Endicutt,*

*Thank you for asking me to be patroness at the Benefit for the Animal Aid Society, but I prefer not to act in that capacity. I am however enclosing a check for the tickets sent me for that occasion.*

*Very truly yours,*  
*Marguerite Gilbert*

*Mrs. Howard Endicutt*  
*Twenty Park Avenue*  
*New York City*

*My dear Mrs. Endicutt,*

*It is with pleasure that I enclose my check for two hundred and fifty dollars as my contribution to — College Fund, and hope that you will meet with great success in raising the desired amount.*

*Cordially yours,*  
*Mary Fuller*

Date \_\_\_\_\_

SOCIAL LETTERS MADE EASY

---

*Mrs. Howard Endicutt  
Twenty Park Avenue  
New York City*

*My dear Mrs. Endicutt*

*You may count on me for three hundred dollars for the — College Fund, to be paid the first week in January of the coming year.*

*Yours sincerely,*

*Date*

*Suzette Stuart*

*Mrs. Howard Endicutt  
Twenty Park Avenue  
New York City*

*My dear Mrs. Endicutt,*

*It is with much regret that I find I shall be unable to contribute to the — College Fund but there have been such heavy demands this past season and I have promised so much in the future that I cannot further add to my list.*

*Very truly yours,*

*Date*

*Helen MacDowell*

Often the question arises as to how to address domestics in one's service and much depends on the style of the household and the length of service. If the household is con-

## SOCIAL LETTERS MADE EASY

---

ducted with great formality and the servants are addressed by their surnames, the third person is often used but in a small home with one or two house servants and a man or two on the place the first person is preferable and more kindly.

*Dear Mary,*

*We will return to the country on the three o'clock train reaching Hopetown at five. Please have everything in readiness with one of Mariba's delicious dinners preparing for us, and also tell Martin to meet us with the car. The baby sends love.*

*Very truly yours,  
E. J. Gilbert*

The letter above is to a domestic in charge who has been with the family some time, whereas with a new maid one would be careful not to be too familiar and the baby would omit his regards.

The initial is sufficient in signing a letter to a domestic and is also to be used in writing to a servant of a friend who is known to the writer and from whom one desires some in-



## SOCIAL LETTERS MADE EASY

---

formation. If unknown one uses the third person, writing "*Mrs. John Gilbert requests the following information from — —.*"

In writing references one cannot be too careful if at all derogatory in the statements, as anything which would seriously interfere with obtaining another position would have to be proven if the servant desired to bring a law suit. Yet one should at least protect other employers from careless, which spells dangerous, servants and also from those who are dishonest. There is the other side to regard, for while out of patience with a stupid maid, one would be really sorry to keep her from a position with some one less particular and more lenient.

*Mrs. Howard Endicutt  
Twenty Park Avenue  
New York City*

*Dear Madam,*

*Can you give me some information regarding Helma Strong who I understand has been in your employ for over a year? Anything you say will be treated as strictly confidential but*

SOCIAL LETTERS MADE EASY

---

*you will realize my anxiety when I explain that I have three small children who would be in her care when the nurse is absent.*

*Very truly yours,*

*Elizabeth Gilbert  
(Mrs. John Gilbert)*

*Mrs. John Gilbert  
The Cross Roads  
Kent, New York*

*Dear Madam,*

*It is a pleasure to tell you that you may trust your little ones with Helma Strong who has a real love for youngsters. She is competent and healthy and only needs a little more training to be quite perfect. We are closing our house for the winter, otherwise she would remain with us.*

*Very truly yours,*

*Date*

*Sophia Endicutt*

The date should always be given in a reference as a once good servant may fall into evil ways and much trouble result from a letter given some years before.

SOCIAL LETTERS MADE EASY

---

*Dear Madam,*

*I have always found Mary Haskell who has been in my employ during the summer months, diligent, capable and honest, and can thoroughly recommend her to any one desiring a competent servant. She is leaving my service as we do not require an extra maid when we return to town.*

*E. Gilbert*

*Date*

*(Mrs. John Gilbert)*

*Dear Madam,*

*I regret that I cannot recommend Hilda Hलगren other than to say that she always appears honest and willing but has not sufficient training to be a competent house maid.*

*E. Gilbert*

*Date*

*(Mrs. John Gilbert)*

*Dear Madam,*

*James Martin has been with me six months and I do not feel that I can conscientiously recommend him in everyting. He has excellent training and is very satisfactory in some ways but I do not feel that he is entirely trustworthy.*

*E. Gilbert*

*Date*

*(Mrs. John Gilbert)*

SOCIAL LETTERS MADE EASY

---

*My dear Mrs. Carroll,*

*In Miss Martha Sprague who has been my social secretary for three years you will find a treasure and one I would not relinquish but our plans carry us to South America for many months. Miss Sprague has an unusual amount of information at her finger tips and also an unlimited amount of tact and discretion, and is more valuable than I can express.*

*Very cordially yours,*

*Dorothy Ronalds*

*Date*

# INDEX

## CHAPTER I

### ETIQUETTE OF CORRESPONDENCE

	PAGE
PREPARATION OF LETTERS AND NOTES.....	11
CORRECT ADDRESSING.....	16
OPENING AND CLOSING.....	18
WHEN TO BE FORMAL OR INFORMAL.....	19

## CHAPTER II

### INVITATIONS, ACCEPTANCES AND REGRETS

#### BREAKFAST

Notes.....	33
Formal Invitations. (See Weddings).....	104
Informal Invitations. Answers.....	34

#### LUNCHEONS

Notes.....	37
Formal Invitations. Answers.....	38
to Meet a Friend. Answers.....	39
to go to the Theatre. Answers.....	41
Informal Invitations. Answers.....	42
to Meet a Friend. Answers.....	43
to Announce an Engagement. Answers....	44
to Present a Debutante. Answers.....	45

## INDEX

---

<b>AFTERNOON RECEPTIONS. AT HOMES</b>	
Notes.....	46
Formal Invitations. Answers.....	47
Informal Invitations. Five O'clock Tea. Answers.....	48
Cards. Music. Answers.....	49
to Meet a Friend. Answers.....	51
Request to Assist at Tea. Answers.....	52
Request to Bring a Guest Answers.....	53
<b>STUDIO TEAS. BACHELOR AFFAIRS</b>	
Notes.....	54
Formal, Invitations.....	54
Informal Invitations. Answers.....	54
Request to Act as Chaperone.....	55
<b>GARDEN PARTY</b>	
Notes.....	56
Informal Invitations. Answers.....	57
<b>DINNER</b>	
Notes.....	57
Formal Invitation. Answer.....	60
and to the Opera. Answer.....	62
Informal Invitation. Answer.....	62
and to the Play. Answer.....	63
and to Meet a Friend. Answer.....	64
Formal Postponement of Dinner.....	65
Informal Regrets after Accepting.....	66
Informal Invitation Asking Eleventh Hour Guest. Answer.....	67
<b>EVENING RECEPTIONS</b>	
Notes.....	68
Formal Invitations.....	68

## INDEX

---

<b>SUPPER</b>	
Notes.....	68
Informal Invitations. Answers.....	69
<b>THEATRE PARTY.....</b>	
Notes.....	71
Formal Invitation. (See Luncheon or Dinner)	
Request to Act as Chaperone. Answers.....	72
Informal Invitations. Answers.....	73
<b>DANCE</b>	
Notes.....	74
Formal Invitations. Answers.....	76
Informal Invitations. Answers.....	77
Request to Escort Young Lady. Answer.....	78
Request to Chaperone Young Lady. Answer.	79
Request to Bring a Guest. Answer.....	80

## CHAPTER III

### ENGAGEMENTS AND WEDDINGS

<b>ENGAGEMENTS. NOTES.....</b>	<b>82</b>
Note of Welcome to Fiancée. Answer.....	83
Out of Town. Answer.....	85
Informal Dinner Invitation to Bride's Family. Answer.....	87
Regret from Invalid Mother, including Invitation to Luncheon.....	89
Bride's Mother Announces Engagement to Relatives. Answers.....	90
Bride Announces Engagement to Friends. Answers.....	91

## INDEX

---

Bridegroom Announces Engagement to Relative. Answers.....	92
Friends. Answer.....	93
Formal Luncheon Invitation to Announce Engagement. (See Luncheons)	
Thanks for Engagement Presents.....	94
WEDDINGS.....	94
Request to Act as Maid of Honor. Answers..	94
Bridesmaid. Answers.....	96
Best Man. Answer.....	97
Usher. Answer.....	97
Informal Invitation to Luncheon for Bride's Attendants. Answer.....	98
Informal Invitation to Bridegroom's Farewell Supper.....	99
Informal Invitation to Shower for Bride. Answers	99
Acknowledging Wedding Presents.....	100
Congratulatory Telegrams.....	103
Wedding Notes.....	104
Formal Invitations always Engraved. Answers.	106
Formal withdrawal of Wedding Invitation....	107
Informal Invitation for Wedding Issued by Parents. Answer.....	108
Widow. Answer.....	110
Announcements always Engraved. Response.	110

## CHAPTER IV

### LETTERS OF HOSPITALITY

Notes.....	112
Invitations for Week-end. Answers.....	113
Thanks for Hospitality, from Young Man, Two Sisters, Married and Single Women.....	117



# INDEX

---

## CHAPTER V

### BIRTHS AND CHRISTENINGS

Notes . . . . .	121
Congratulations on Arrival . . . . .	122
Thanks for Baby's Gift . . . . .	122
Formal Invitation to Christening. Answer . . . . .	123
Request for Man to Act as Sponsor. Acceptance . . . . .	124
Request for Woman to Act as Sponsor. Acceptance . . . . .	125
Congratulatory Telegrams . . . . .	126

## CHAPTER VI

### LETTERS OF CHILDREN

Notes . . . . .	127
Informal Invitation to Party. Answers . . . . .	127
to Picnic. Answers . . . . .	128
to Week-end. Answers . . . . .	129
Notes of Thanks . . . . .	130
Formal Invitation to Party. Answer . . . . .	131
to Birthday Party. Answer . . . . .	131

## CHAPTER VII

### LETTERS OF CONGRATULATION

Notes . . . . .	133
Birthday Wishes. Thanks . . . . .	134
Birthday Wishes to Grandma . . . . .	134
Birthday Telegrams . . . . .	135

## INDEX

---

Congratulatory Telegrams. ( <i>See</i> Weddings)	103
( <i>See</i> Births).....	126
Letters for Engagements. ( <i>See</i> Engagements)	
Christmas Greetings.....	131
Telegrams.....	136
Congratulations on Convalescence. Thanks...	137
on Graduation. Thanks.....	140
Congratulatory Telegrams on Graduation.....	141

### CHAPTER VIII

#### LETTERS OF CONDOLENCE

Notes.....	142
Expression of Sympathy.....	143
on Death of Husband.....	141
on Death of Mother.....	145
on Death of Wife.....	145
Expression of Thanks.....	146
Cards of Acknowledgment.....	147
Telegrams of Condolence.....	148
Condolence on Death of Pet.....	149

### CHAPTER IX

#### LETTERS OF INTRODUCTION

Notes.....	151
Card of Introduction.....	152
Business Introduction.....	152
Introducing Woman Friend.....	153
Answer from Recipient.....	153
Thanks from Friend Presenting Letters.....	154
Introducing Young Lady to Friend.....	155

## INDEX

---

Answer from Recipient.....	155
Introducing Young Man to Friends. Answer.	156
Thanks for Introductory Letter.....	157
Letter Explaining Circumstances of Introductory Letter.....	157

## CHAPTER X

### CLUB AND OTHER LETTERS

#### CLUB:

Formal Acceptance of Membership.....	158
Informal Acceptance of Membership.....	159
Formal Resignation of Membership.....	159
Informal Resignation of Membership.....	160
Complaint.....	160

#### DONATIONS:

Accepting a Request to Act as Patroness.....	161
Declining to Act as Patroness.....	162
Sending Check for Charity.....	162
Refusing Request to Subscribe.....	163

#### DOMESTICS:

Notes.....	163
Letter to Maid.....	164

#### REFERENCE:

For Maid, Chauffeur, etc.....	165
Private Secretary.....	168









Trade Mark Registered

---

## Business Letters Made Easy

By PAUL W. KEARNEY  
(*Business Letter Expert*)

A comprehensive, complete, simple, non-technical volume, giving full details and instructions on the essentials of good taste in business letter writing.

It covers completely the fundamental principles of punctuation, abbreviations, forms of address, and gives examples of letters for all kinds of business, professional and commercial, including banking.

A special feature gives instruction on salesmanship, and includes the adjustment of complaints.

In fact, the book is as complete as can be, and is up-to-the-minute on every particular.

---

EDWARD J. GLODE

Author

New York